

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of our recent training program, [Training Program Name], held on [Date of Training]. We aim to continuously improve our training initiatives and ensure they meet the needs of our participants and organization.

To facilitate effective improvements, we would appreciate your insights and feedback on the following areas:

- Content Relevance and Quality
- Trainer Effectiveness
- Overall Participant Engagement
- Logistics and Coordination
- Suggestions for Future Training Topics

Your expertise and perspective would be invaluable to us, and we hope to receive your evaluation by [Deadline for Feedback]. If you require any further information or wish to discuss this request in more detail, please do not hesitate to reach out to me directly.

Thank you for your time and consideration. We look forward to your valuable feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]