

Subject: Request for Feedback on Training Effectiveness

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback regarding the recent training program titled "[Training Program Name]" that you attended on [Date]. Your insights are invaluable to us as we strive to enhance the effectiveness of our training initiatives.

We would greatly appreciate it if you could take a few moments to share your thoughts on the following:

- What were the strengths of the training program?
- Were there any areas that you believe could be improved?
- How has the training impacted your work performance?
- Any additional comments or suggestions?

Please reply by [Deadline] to ensure your feedback is considered in our evaluation process. Thank you for your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]