

# Feedback Request for Training Improvement

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your valuable feedback regarding the recent training program that was conducted on [Training Date/Topic]. Your insights are essential for us to assess the effectiveness of the training and identify areas for improvement.

Please consider the following questions when providing your feedback:

- What did you find most beneficial about the training?
- Were there any topics that you felt needed more in-depth coverage?
- How would you rate the trainer's effectiveness?
- Any additional comments or suggestions?

Your feedback is invaluable for enhancing future training sessions. Thank you for your time and support!

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]