

# Feedback Request

Dear [Participant's Name],

Thank you for attending our recent contingency planning workshop on [Date]. We hope you found the session informative and engaging.

To help us improve future workshops, we would greatly appreciate your feedback. Please take a few minutes to answer the following questions:

- What did you find most valuable about the workshop?
- Were there any topics you would have liked to explore in more detail?
- How would you rate the overall facilitator's effectiveness?
- Any additional comments or suggestions?

Your feedback is invaluable to us and will help us create better learning experiences. Please send your responses by [Deadline Date].

Thank you once again for your participation!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]