

Subject: Follow-Up on Negotiation Skills Training Attendance

Dear [Recipient's Name],

I hope this message finds you well. I wanted to reach out to follow up on your attendance at the recent Negotiation Skills Training held on [Date]. We genuinely appreciate your participation and hope you found the session valuable.

If you have any feedback or questions regarding the training, or if there's anything else you would like to discuss about improving your negotiation skills, please don't hesitate to reach out. Your insights are invaluable to us as we strive to enhance our training programs.

Thank you once again for attending, and I look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]