

# Feedback Request for Knowledge Transfer Session

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to thank you for participating in the recent knowledge transfer session on [Session Topic] held on [Date]. Your engagement and contributions were greatly appreciated.

To continuously improve our future sessions, I kindly request your feedback. Please take a few minutes to answer the following questions:

- How would you rate the overall session? (1-5)
- What did you find most valuable about the session?
- What topics would you like to see covered in the future?
- Any other comments or suggestions?

Your feedback is invaluable in helping us improve our knowledge transfer initiatives. Please reply to this email by [Feedback Deadline].

Thank you for your time and insights!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]