

Letter of Appreciation

Date: [Insert Date]

[Insert Trainer's Name]

[Insert Trainer's Title]

[Insert NGO/Organization Name]

[Insert Address]

Dear [Insert Trainer's Name],

On behalf of [Your Organization/NGO Name], I would like to express our heartfelt appreciation for your invaluable contribution as a trainer in our recent capacity building workshop. Your expertise and passion for the subject matter significantly enhanced the learning experience for all participants.

The knowledge and skills you shared will undoubtedly empower our team to make a greater impact in our community. The feedback from participants has been overwhelmingly positive, highlighting your engaging presentation style and the practical applications of your teachings.

Thank you once again for your commitment to building capacities and supporting our mission. We look forward to the opportunity of collaborating in future endeavors.

Warm regards,

[Your Name]

[Your Title]

[Your Organization/NGO Name]

[Your Contact Information]