

# Feedback Request

Dear [Participant's Name],

We hope this message finds you well. Thank you for attending our recent capacity-building workshop focused on [Workshop Topic] held on [Date]. Your participation was invaluable and contributed significantly to the success of the event.

To ensure we continue to improve our workshops and better serve your needs, we kindly request your feedback. Your insights and experiences are crucial for us to enhance our future programs.

Please take a few moments to complete our short survey: [Survey Link]. Your responses will be kept confidential and will only be used for improvement purposes.

Thank you once again for your engagement and support. We look forward to your valuable feedback.

Best regards,

[Your Name]

[Your Position]

[NGO Name]

[Contact Information]