

Subject: Acknowledgment of Lapses in Focus During Workshop

Dear [Participant's Name],

Thank you for your participation in the [Workshop Name] held on [Date]. We appreciate your presence and contributions.

However, we have noticed some lapses in focus during certain segments of the workshop. We believe that maintaining attention is vital to the overall success of such collaborative learning experiences.

We value your input and encourage you to stay engaged in future sessions. Please feel free to share any feedback or suggestions on how we can improve the workshop environment.

Thank you for your understanding, and we look forward to your continued participation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]