

# Letter of Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to express our gratitude for your participation in the recent business training session held on [Insert Date]. Your engagement and contribution were invaluable to the success of the program.

Your insights and enthusiasm significantly enhanced the learning experience for all participants. We appreciate your commitment to professional development and are hopeful that the skills acquired during this session will contribute positively to your role at [Recipient's Company Name].

If you have any feedback or suggestions for future training sessions, please feel free to share. We look forward to collaborating with you in future training opportunities.

Thank you once again for your involvement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]