

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University/Department Name]

[University Address]

[City, State, ZIP]

Dear [Recipient's Name],

Thank you for your recent evaluation of the [Name of Training Program] conducted on [Date of Program]. We appreciate your valuable feedback and the time you took to assess our program.

Your insights into the strengths and areas for improvement were particularly helpful. We are committed to continually enhancing our training offerings, and your suggestions regarding [mention specific feedback if applicable] will be taken into account for future iterations of the program.

We are pleased to know that participants found [mention any positive feedback]. We aim to foster an engaging and effective learning environment for all involved.

Once again, thank you for your constructive critique. We look forward to collaborating further and improving our training programs with your guidance.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your University]