

# Request for Reflections on Training Session

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to thank you for your participation in the recent training session on [Training Topic] held on [Date]. Your engagement and insights contributed significantly to the overall experience.

As part of our continuous improvement efforts, we would greatly appreciate your reflections on the session. Specifically, we are seeking your thoughts on the following:

- What aspects of the training did you find most valuable?
- Were there any areas you felt could be improved?
- Any additional comments or suggestions?

Your feedback is vital in helping us enhance future training sessions. We kindly ask you to respond by [Deadline Date].

Thank you once again for your time and contributions.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]