

# Training Feedback Assessment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your feedback on the recent training session titled "[Training Session Title]" that took place on [Date]. Your insights and assessments are invaluable to us in understanding the effectiveness of the training and identifying areas for improvement.

Please take a moment to provide your thoughts on the following:

- Overall satisfaction with the training.
- Relevance of the content to your role.
- Effectiveness of the trainer.
- Suggestions for future topics or improvements.

We greatly appreciate your time and effort in helping us enhance our training programs. Kindly submit your feedback by [Deadline Date].

Thank you for your contribution!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]