

Training Session Feedback Inquiry

Dear [Participant's Name],

We hope this message finds you well. Thank you for attending the recent training session on [Training Topic] held on [Date]. Your participation is greatly appreciated.

To help us improve future sessions, we would like to gather your feedback. Please take a moment to share your thoughts regarding the following:

- What did you enjoy most about the training?
- Were there any aspects that you felt could be improved?
- Was the duration of the training appropriate?
- Would you recommend this training to others?

Your feedback is invaluable to us and will assist in enhancing our training programs. Please respond by [Response Deadline].

Thank you for your time and insights!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]