

# Follow-Up on Training Needs Assessment Meeting

Dear [Partner's Name],

I hope this message finds you well. I would like to express my gratitude for your participation in the training needs assessment meeting held on [Date]. Your insights and contributions were invaluable in helping us understand the training requirements for our partnership.

As we discussed, we are committed to providing tailored training solutions that align with your organization's goals. To further this process, we would like to gather any additional feedback or information that you may have thought about since our meeting.

Could you please confirm your availability for a follow-up call next week? We are eager to collaborate with you to finalize the training plans and ensure they meet your needs.

Thank you once again for your time and input. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]