

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your feedback regarding the training session we recently conducted on [Training Topic] held on [Date]. Your insights and opinions are invaluable in helping us assess the effectiveness of the training and identify areas for improvement.

We would appreciate it if you could provide feedback on the following aspects:

1. Content Relevance: How effective was the training content in meeting your needs?
2. Delivery Method: Was the training format engaging and effective?
3. Practical Application: Do you feel confident applying what you learned?
4. Overall Experience: What was your overall impression of the training session?

Please feel free to add any other comments or suggestions that might help us enhance future training programs.

Thank you for your time and assistance. I look forward to your valuable feedback.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]