

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Workshop Evaluation Feedback

We hope this letter finds you well. Thank you for participating in our recent workshop on [Workshop Topic] held on [Date]. Your involvement is greatly appreciated, and we would love to hear your thoughts regarding the event.

Please take a moment to provide your feedback on the following aspects:

1. **Content Quality**: How would you rate the relevance and clarity of the workshop content?

- Excellent
- Good
- Fair
- Poor

2. **Presenters**: How effective were the presenters in delivering the material?

- Excellent
- Good
- Fair
- Poor

3. **Engagement**: Were the activities and discussions engaging and interactive?

- Excellent
- Good
- Fair
- Poor

4. **Logistics**: How would you rate the organization of the event (venue, materials, timing)?

- Excellent
- Good
- Fair
- Poor

5. **Overall Experience**: How satisfied were you with your overall experience at the workshop?

- Excellent
- Good
- Fair
- Poor

Please provide any additional comments or suggestions:

---

---

---

Thank you for your valuable feedback. Your input will help us improve future workshops.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]