To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Feedback Letter After Training/Workshop**

Dear Sir/Madam,

I would like to warmly thank you for conducting such an amazing training/workshop. I must say that the training was very informative and was quite joyful at the same time. The way you presented yourself, your topic and the references you used were simply amazing.

However, there is one thing that I would like to bring your attention to [state anything negative or disturbing or simply skip this part if you don’t have anything like this to mention].

I would like to congratulate you and your team for putting great efforts and conducting such an amazing workshop. It was an honor to join this session and I will look forward to attend your trainings in future as well.

Best of Luck.

Sincerely,

[Sender Name]

[Sender Signature]