[Sender Name]

[Sender Designation]

[Organization Name]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to Feedback of Training/Workshop**

Dear Sir/Madam,

Thank you so much for your participation in the training program conducted by [mention organization name]. It was pleasure to have you and I hope that you enjoyed learning some new skills that were taught in that training program.

I am writing this letter in response to your valuable feedback about our training program. We will make sure to improve ourselves and sincerely consider your precious advices and suggestions.

Thanks a lot once again.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]