To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Request Letter for a Feedback**

Dear Sir/Madam,

I am writing this letter to request you to provide us with your valuable feedback about the [name of the training workshop] training workshop held on [mention date and day]. Your response will be quite valuable to us as it will help us to identify our weaknesses and to overcome our deficiencies. Please make sure to provide your valuable opinions in response to this letter so as to let us know how we can improve ourselves.

Feel free to contact me anytime. Looking forward to your response.

Kind Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]