

GENERAL WRITING TASK 1

13. You recently attended a training workshop for professional development. Write a letter to the organizers expressing your appreciation for the workshop and the valuable insights gained.

Dear [Organizer's Name],

I hope this message finds you with good health. I would like to take this opportunity to convey my highest level of gratitude for the outstanding training programme on [subject] that I participated in on [date]. Neither the content nor the delivery lived up to my expectations, and as a result, I gained invaluable insights and skills that will be beneficial to my career development.

Because of the workshop's interactive sessions and the materials that were well developed, the learning experience was not only interesting but also educational. I am eager to put the knowledge I have received to use in order to improve my performance at work and make a more significant contribution to our particular organisation.

My sincere gratitude goes out to you and the rest of the organising team for your unwavering commitment to delivering high-quality chances for professional development. I am looking forward to participating in future workshops and continuing to work together.

Best regards,
[Your Name]