

Skills Assessment Request for Career Transition

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring a career transition into [New Career Field/Industry]. To facilitate this change and ensure I possess the necessary skills and qualifications, I would like to formally request a skills assessment.

I have [briefly describe your current skills/experience] and am seeking to build upon this foundation in [New Career Field/Industry]. I believe that a skills assessment will provide valuable insights into the competencies I need to develop further to enhance my employability in this sector.

I would greatly appreciate any guidance or resources you could provide regarding the assessment process. If possible, I would also like to schedule a meeting to discuss this further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]