

Skills Assessment Request for Further Education

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a skills assessment as part of my application for further education in [specific program or field] at [institution name].

Having completed [your previous education or qualifications], I believe I possess the foundational skills necessary for success in this program. Furthermore, I have engaged in [relevant work experience, internships, or volunteer opportunities], which have enhanced my capabilities in [specific skills related to the field].

I kindly request that you assess my skills and qualifications to facilitate my progression towards achieving my academic and professional goals. I am committed to further developing my abilities and contributing positively to the [field or community].

Thank you for considering my request. I am looking forward to your response and hope to discuss this further.

Warm regards,

[Your Name]