

Skills Assessment Request for Industry Certification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Certifying Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a skills assessment for the purpose of obtaining [specific industry certification name]. I believe that my qualifications and experiences align closely with the competencies required for this certification.

My background includes:

- [Relevant Experience 1]
- [Relevant Experience 2]
- [Relevant Experience 3]

In support of my application, I have attached the required documentation, including my resume, relevant certifications, and any additional information you may need.

Please let me know if there are any further steps I need to take in this process. I appreciate your time and consideration and look forward to your response.

Thank you!

Sincerely,

[Your Name]