

# Skills Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

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 relocation within [Company Name] to [New Location/Position].

As you are aware, I have been with [Company Name] for [duration] in the capacity of [Current Job Title]. Throughout my time here, I have developed and honed my skills in [specific skills or experience relevant to the new position].

I believe that my experience and skills make me a suitable candidate for the position in [New Location/Position] and that I can contribute significantly to the team there. A skills assessment will help in evaluating my capabilities and aligning them with the requirements of the new role.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]