

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Licensing Authority Name
Address of Licensing Authority
City, State, Zip Code

Dear [Licensing Authority Name],

I am writing to request a skills assessment as part of my application for professional licensing in [Your Profession] in [State/Region]. I have [number of years] years of experience in this field and believe that my skills and qualifications align with the requirements for licensure.

Attached to this letter, you will find my resume and relevant documentation that supports my request. I have completed [specific courses or trainings] and gained experience in [specific areas or skills relevant to the profession].

I appreciate your time and consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]