

Skills Assessment Request for Training Programs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a skills assessment for participation in your training programs. I believe that my skills and experience align well with the objectives of the program, and I am eager to enhance my existing knowledge.

Having [briefly describe your background/experience], I am particularly interested in [specific area of training/program]. I would appreciate the opportunity to assess my current skills and determine how they can be further developed through your training initiatives.

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

Sincerely,

[Your Name]