

Skills Assessment Request for Workforce Development

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a skills assessment as part of my application for workforce development programs. I believe that a comprehensive evaluation of my skills will provide valuable insights into my capabilities and help facilitate my career advancement.

My background includes:

- [Skill/Experience 1]
- [Skill/Experience 2]
- [Skill/Experience 3]

I am particularly interested in programs that focus on [specific areas of interest or skills]. Please let me know the necessary steps and any information you require to initiate this assessment.

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

Sincerely,

[Your Name]