

Letter of Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally represent my skills and qualifications as they pertain to the recent skills test results. After reviewing the results provided, I would like to discuss and address specific areas that I believe warrant further consideration.

In particular, I would like to highlight the following points:

- [Point 1]
- [Point 2]
- [Point 3]

I appreciate your attention to this matter and look forward to the opportunity to discuss this further. Thank you for considering my representation.

Sincerely,

[Your Name]