

Letter of Request for Skill Test Materials

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

Recipient's Name
Recipient's Position
Company/Organization Name
Address
City, State, ZIP Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the necessary materials for conducting the upcoming skill test for [specific purpose or group, e.g., new hires, students, etc.]. Your assistance in providing these materials would greatly enhance our preparation and ensure a successful assessment.

Specifically, I am looking for the following items:

- [Item 1]
- [Item 2]
- [Item 3]

If possible, please provide the materials by [specific deadline]. I appreciate your attention to this matter and your continued support.

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

Warm regards,
[Your Name]
[Your Position/Title]