

Request for Professional Summary

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a professional summary for [Candidate's Name], who is applying for the [Position Title] at [Company Name]. This summary will greatly assist us in understanding their qualifications and fit for the role.

Please include details such as their relevant work experience, skills, and any notable achievements that would be beneficial for our assessment.

Thank you for your assistance on this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]