

# Notification of Advance Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are writing to formally notify you that we have submitted a request for an advance assessment regarding [specify the subject or project]. This request aims to [briefly state the purpose of the assessment].

We kindly ask for your prompt attention to this matter, as the results will greatly assist us in [explain how it will help]. We appreciate your cooperation and expertise in facilitating this assessment.

Please feel free to reach out to me at [your email] or [your phone number] if you have any questions or need further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]