

Assessment Request for Training Experience Evaluation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of my training experience at [Company/Organization Name], which took place from [Start Date] to [End Date].

During my training, I had the opportunity to [briefly describe training activities or projects]. I believe that a comprehensive assessment of my performance and progress would be beneficial for my professional development.

Could you kindly provide me with your feedback on my training experience? If needed, I am available for a meeting to discuss this in further detail. Your insights will be greatly appreciated as I aim to enhance my skills and knowledge in this field.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Your Address Line 1]

[Your Address Line 2]

[Your City, State, Zip Code]