

Art Asset Solicitation for Internal Training

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to enhance the skills and knowledge of our team, we are organizing an internal training session that will require various art assets.

We are reaching out to request your assistance in providing the necessary artworks, illustrations, and design elements that align with our training objectives. The training is scheduled for [Insert Date] and will focus on [Briefly Describe Training Topic].

Here are the specific types of assets we are looking for:

- [Type of Asset 1]
- [Type of Asset 2]
- [Type of Asset 3]

We kindly request that all assets be submitted by [Insert Deadline] to ensure timely preparation for the training. Your contributions will significantly enhance the learning experience for our team members.

Thank you for your support and collaboration. Should you have any questions or need further information, please feel free to reach out at [Your Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Company Name]