

Assessment Inquiry Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization/Team Name]

[Organization Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the assessment process for the upcoming sports team application for [specific sport/team name]. I am keen to understand the criteria, evaluations, and any specific requirements that may be needed for prospective team members.

Additionally, I would appreciate any information regarding the timeline of the assessments and how applicants are notified of their status.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]