

# Candidate Skills Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a skills evaluation for [Candidate's Name], who has applied for the [Job Title] position at our company. Given your expertise and insights, we believe your assessment will be invaluable in our decision-making process.

Please find attached the candidate's resume and job description for your reference. We would appreciate it if you could focus on the following skills during your evaluation:

- [Skill 1]
- [Skill 2]
- [Skill 3]
- [Additional Skills]

We kindly ask for your evaluation by [Deadline Date] to ensure we stay on track with our hiring timeline. Your assistance in this matter is greatly appreciated.

Thank you for your time and support. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]