

# Skills Analysis Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Employee Skills Analysis

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a comprehensive analysis of the skills and competencies of our employees within the [specific department or team]. The objective of this analysis is to identify skill gaps and opportunities for professional development, ensuring that we maximize our team's potential.

Specifically, I would like to focus on the following areas:

- Technical Skills
- Soft Skills and Interpersonal Abilities
- Leadership and Management Capabilities
- Problem-Solving and Critical Thinking Skills

Please let me know if you require any additional information or if there are specific formats or tools you prefer for this analysis. I believe this initiative will greatly benefit our workforce and contribute to our overall business goals.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]