

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a skills appraisal regarding my application for the [Job Title] position at [Company Name]. I am eager to receive feedback on my skills and qualifications as they pertain to the role.

Your insights would be invaluable to me in understanding how I can improve and align my experiences with the expectations for the position. I appreciate your time and consideration, and I look forward to your response.

Thank you very much for your attention to this matter.

Sincerely,
[Your Name]