

Skill Analysis Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a skill analysis for our crew members to better assess their competencies and identify areas for improvement.

The analysis will cover the following areas:

- Technical Skills
- Communication Abilities
- Teamwork and Collaboration
- Problem-solving Skills

Understanding the capabilities of our crew will greatly assist us in optimizing our operations and ensuring we meet our performance goals.

Please let me know a suitable time to discuss this further or if you need any additional information to proceed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]