

Skills Inventory Request for Project Alignment

Dear [Recipient's Name],

I hope this message finds you well. As we move forward with our upcoming project, it is essential to align our team's skills with the project's requirements.

To ensure we have the necessary competencies, I kindly request that you complete the attached skills inventory form. This will help us identify individual strengths and areas that may require development.

Please submit your completed inventory by [Submission Deadline]. Your input is invaluable in making this project successful.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]