

Portfolio Evaluation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Evaluator's Name]

[Evaluator's Position]

[Evaluator's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to request an evaluation of my portfolio, which includes [brief description of portfolio contents]. I believe that your insights and expertise would be invaluable in helping me understand my strengths and areas for improvement.

The purpose of this evaluation is to [state purpose: apply for a program, seek professional development, etc.]. I would appreciate your feedback on the following aspects: [list specific aspects you want evaluated].

My portfolio is attached to this letter for your review. I am looking forward to your valuable feedback and am open to any suggestions you might have.

Thank you for considering my request. I appreciate your time and assistance.

Sincerely,

[Your Name]