

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

[Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a financial skills assessment to evaluate my current abilities and identify areas for improvement. This assessment is crucial for my personal and professional development in the field of finance.

With the evolving financial landscape, I believe that gaining insight into my strengths and weaknesses will enhance my capabilities and help me achieve my career goals.

I would appreciate an appointment at your earliest convenience to discuss the assessment criteria and the process involved. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]