

[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 am writing to request an assessment of my work experience during my time at [Company/Organization Name] from [Start Date] to [End Date]. During my tenure, I had the opportunity to [briefly describe your responsibilities and contributions], which I believe has significantly enhanced my skills in [relevant skills/fields].

I would appreciate it if you could provide an evaluation of my performance and any insights you may have regarding my contributions to the team. This assessment will be invaluable as I pursue [explain purpose, e.g., further education, career opportunities].

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

Sincerely,
[Your Name]