

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

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

Dear [Recipient's Name],

I am writing to request your assistance in conducting a general knowledge assessment for [specific purpose or event, e.g., upcoming training program, workshop, etc.]. This assessment will help us gauge the participants' current understanding and identify areas for improvement. The assessment is intended to cover a wide range of topics including [list specific topics or subjects]. We aim to have it completed by [deadline date], so we would appreciate it if you could provide us with the necessary materials and guidelines by [specific date].

Please let me know if you require any more information or if there are any forms or agreements we need to complete to facilitate this process. Thank you for your consideration, and I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title, if applicable]
[Your Organization, if applicable]