

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

[Recipient's Name]  
[Recipient's Title]  
[Institution's Name]  
[Institution's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Assessment of PG Diploma

I hope this message finds you well. I am writing to request an assessment of my qualifications for the Postgraduate Diploma in [Specific Field/Program Name].

[Briefly introduce yourself and your background relevant to the program.]

I have completed [mention any relevant courses, projects, or experiences] which I believe have equipped me with the necessary skills and knowledge for this program.

[Explain why you are seeking the assessment and any specific details you would like the recipient to consider.]

I would greatly appreciate your assistance in this matter and look forward to your guidance on the next steps.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]