

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a job assessment for a position within your esteemed organization, as part of the Persons with Disabilities (PWD) initiative.

I am a qualified candidate with [briefly describe your qualifications, experience, and skills applicable to the job]. I am eager to demonstrate how my abilities align with your company's goals and values.

I would appreciate the opportunity to discuss my potential contributions and undertake any assessments you deem necessary to evaluate my suitability for the position. Please let me know a convenient time for us to connect.

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

Sincerely,
[Your Name]