

[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 express my interest in participating in the QuickBooks skill assessment. I believe this assessment will allow me to demonstrate my proficiency and understanding of the software, as well as identify areas for improvement.

In preparation for the assessment, I have reviewed key features of QuickBooks including:

- Managing invoices and payments
- Tracking expenses and profitability
- Reconciling bank statements
- Generating financial reports

I am eager to showcase my skills and receive constructive feedback that will enhance my capabilities in using QuickBooks effectively.

Thank you for considering my participation. I look forward to the opportunity.

Sincerely,

[Your Name]