Request Letter Sample

To

[Requestee Name]

[Company Name]

[Address]

[Date]

Reference: Notification in company newsletter about on-site opportunities

Dear Ms. [Name],

I am [Requester Name], a member of the team [Project Name] who is a lead developer. In response to our newsletter's notification of on-site chances, I'm writing to suggest you consider my application.

As per the criteria set forth in the newsletter, I have completed seven years of employment with our firm. I've worked on four projects and am very experienced at end-to-end project management. In the previous seven years, I've received a 60 percent evaluation. I currently lead a team of seven people, which is significant given my years of experience. Furthermore, in each of the last two years, you have recognized me as the best performing employee. And more significantly, you gave me these awards over the course of two consecutive months this year.

I want to bring your attention to my extra technical skills:

* Five-year experience as a Python Developer
* Working and hands-on knowledge on Django and Flask
* Working knowledge of ORM and front ends technologies like JavaScript, HTML and CSS3

I believe I am qualified for the on-site position, so I request that you take my application into consideration. Thank you for your time.

Looking forward to hearing from you.

Yours sincerely,

[Signature]  
[Requester Name]