**LETTER TO REQUEST INFORMATION**

September 14, 20XX

Reference: Notification in company newsletter about on-site opportunities

Dear Ms. Kiran,

I am Asha, a lead developer from the team 'Project Atlantis'. I am writing in response to the notification in our newsletter regarding on-site opportunities. I request you to consider my application.\*

As per the criteria mentioned in the newsletter, I have completed seven years of service in our company. I have worked on four projects and have good experience of end-to-end project management. I have received a 60% appraisal over the last seven years. I currently manage a team of seven people, which I am sure is quite rare, considering my years of experience. I have also received the best-performing employee award three years in a row and more importantly, the last two from you.

I want to highlight my additional technical skills for your perusal:

* Five years 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.

As my skills and experience match your criteria for the on-site opportunity, I request you to consider my application for the same.

Looking forward to hearing from you.

Yours sincerely,

**[Signature]**

Asha Kumar\*