**Sample Email**
Please fill out the text below in red, and then copy and paste it to a new email.

**Title:** (Your company name) Assessment to be completed

Dear (firstname),

You have been invited to complete the following assessment.

**Mechanical Reasoning**
This assessment will evaluate your mechanical ability. You will be required to consider a series of mechanical diagrams.

This assessment has 14 questions, and you have 15 minutes to complete.

Please complete by {insert deadlines date and time}.

To commence your assessment please [Click Here](https://s.surveyanyplace.com/kefoqciz)

Regards,

(insert company logo, footer and/or contact details)