

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Eligibility for BQ Certification

I hope this letter finds you well. I am writing to formally request the eligibility confirmation for the BQ certification.

I have completed the necessary prerequisites as outlined in the certification requirements, including:

- [List relevant coursework or training]
- [List relevant work experience]
- [Any other requirements met]

Attached are my supporting documents, including:

- [Document 1: Transcript, Certificate, etc.]
- [Document 2: Work Experience Letters, etc.]

I appreciate your assistance in this matter and look forward to your positive response regarding my eligibility for the BQ certification.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company] (if applicable)