

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

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

Dear [Recipient's Name],

Subject: Submission of BQ Certification

I am writing to formally submit my application for the BQ certification. Please find attached the necessary documents required for the certification process, including [list any specific documents, e.g., completed application form, supporting documents, etc.].

I appreciate your consideration of my application and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]