

[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],

I hope this message finds you well. I am writing to formally request certification for [specify BQ certification name or type], as required for [mention purpose or context].

[Provide a brief introduction about yourself and your qualifications, if applicable.]

I have [detail any relevant experiences, trainings, or accomplishments that support your request for certification].

I have attached all necessary documentation and completed forms to facilitate this request. Please let me know if there are any additional requirements or information needed to process my application.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]