

[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],

I hope this message finds you well. I am writing to formally request the BQ certification for [specific purpose, e.g., "my recent project/work"], which was completed on [completion date].

As per the guidelines established, I believe I have met all necessary requirements and completed all necessary documentation for the certification process. Attached to this letter, you will find [mention any supporting documents you are including, e.g., "my application form, proof of completion, etc."].

I would greatly appreciate your assistance in expediting this process. Please let me know if you require any further information or clarification regarding my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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