

[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: Inquiry Regarding DQ Application

I hope this message finds you well. I am writing to address some queries I have concerning the DQ application process.

[Specific Query 1: Briefly explain your question or concern]

[Specific Query 2: Briefly explain another question or concern]

[Specific Query 3: Briefly explain any additional question or concern]

I appreciate your assistance in clarifying these points and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company/Organization, if applicable]