

[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 confirm my eligibility for the DQ application as outlined in the recent guidelines. I have reviewed the eligibility criteria and can confirm that I meet the following requirements:

1. [Requirement 1]
2. [Requirement 2]
3. [Requirement 3]

If there are any additional documents or information needed to verify my eligibility, please let me know. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]