

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FQDO Approval

I hope this letter finds you well. I am writing to formally request the approval for the Federal Qualified Development Organization (FQDO) status for [Project/Organization Name].

As [briefly explain the purpose of the project and its significance], this initiative is designed to [outline the goals and benefits]. We believe that attaining FQDO status will significantly enhance our capacity to [describe how it will help].

Attached herewith are all the necessary documents outlining our compliance with the FQDO requirements, including [list any enclosed documents such as application forms, financial statements, etc.].

We appreciate your consideration of this request and look forward to your favorable response. Should you require any additional information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization]