

****DQP Request Letter Checklist****

1. ****Sender Information:****
 - Name
 - Title
 - Organization
 - Address
 - Phone Number
 - Email Address
2. ****Date of Letter:****
 - [Insert date]
3. ****Recipient Information:****
 - Name
 - Title
 - Organization
 - Address
4. ****Subject Line:****
 - [Subject related to the DQP request]
5. ****Opening Greeting:****
 - [Dear Recipient's Name,]
6. ****Introduction:****
 - Brief introduction of yourself and your organization.
 - Purpose of the letter.
7. ****Details of the Request:****
 - Specific details about the DQP request.
 - Any relevant background information or context.
8. ****Justification:****
 - Reasons for the request.
 - Importance and urgency of the DQP.
9. ****Requested Action:****
 - Clear statement of what you are asking from the recipient.
 - Any deadlines or timeframes.
10. ****Closing:****
 - Appreciation for their consideration.
 - Offer to provide additional information if needed.
11. ****Sign-Off:****
 - [Sincerely/Best regards/Thank you,]
 - [Your Name]
 - [Your Title]
 - [Your Organization]
12. ****Attachments:****
 - List any documents or additional information attached.
13. ****Follow-Up:****
 - Mention your intent to follow up by a certain date if there's no response.