

[Your Name]  
[Your Title]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Data Quality Plan (DQP) Request for Clinical Trial [Trial Identifier]

I am writing to formally request the Data Quality Plan (DQP) for the clinical trial titled "[Trial Title]," with the identifier [Trial Identifier]. This request is made in accordance with the guidelines set forth by [Regulatory Agency/Organization] regarding the data management and integrity aspects of clinical research.

The objective of this trial is to [briefly summarize the trial's purpose], and I believe that having access to the DQP will ensure that the data collected will meet the required quality standards, facilitate compliance, and enable accurate reporting of the trial's findings. Please find attached all necessary documentation regarding our interest in the study, and do not hesitate to reach out if further information is required.

I appreciate your cooperation and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution]  
[Your Contact Information]

Attachments: [List any attached documents]