

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[U.S. Food and Drug Administration]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Designated Quality Product (DQP) Review

We are writing to formally request a Designated Quality Product (DQP) review for our product, [Product Name], which is designed to [brief description of the product's purpose and function]. We believe that the DQP review will facilitate a more efficient and effective regulatory process for our submission.

Product Details:

- Product Name: [Product Name]
- Product Type: [e.g., drug/device/biologic]
- Submission Type: [e.g., NDA, 510(k), PMA]
- Reference Number: [Previous submission or reference number if applicable]

We have attached relevant documentation that demonstrates our commitment to quality and compliance with FDA regulations. Additionally, we have outlined our quality systems and processes to ensure that [Product Name] meets all necessary standards.

We appreciate your attention to this request and look forward to your favorable response. Please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]