

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Subject: DQP Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a [specific document, report, or assistance] related to the Degree Qualifications Profile (DQP) that is pertinent to [briefly explain the reason for the request].

As part of [your role or purpose, e.g., a research project, program development], having access to this information will greatly assist in [explain how the document will be used].

Please let me know if there are any forms to complete or further details needed to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]