

**\*\*KQM Letter Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

**\*\*Subject: [Subject of the Letter]\*\***

**\*\*Key Issue:\*\***

[Clearly state the key issue or concern you are addressing. Provide a brief description of the situation.]

**\*\*Questions:\*\***

1. [Question 1 related to the key issue]

2. [Question 2 related to the key issue]

3. [Additional questions as necessary]

**\*\*Mediation/Resolution:\*\***

[Suggest possible solutions or steps you would like the recipient to take in response to your key issue. Be clear and concise.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]