

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for OQ (Operational Qualification) Documentation

I hope this letter finds you well. I am writing to formally request the Operational Qualification (OQ) documentation for [specific equipment/system/process] that is critical to our operations at [Your Company Name].

As part of our ongoing quality assurance and compliance efforts, we require the OQ documentation to ensure that [specific equipment/system/process] meets the specified standards and regulatory requirements. We aim to maintain our commitment to compliance and operational excellence.

Please provide the following details:

1. OQ protocol and reports
2. Any related qualification documentation
3. Training records of personnel involved in the OQ process
4. Any deviations or non-conformities noted during the OQ

We understand the importance of these documents and assure you that they will be handled with the utmost confidentiality.

Should you need any additional information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]