

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

Dear [Recipient's Name],

Subject: Request for OQ Documentation

I hope this message finds you well. I am writing to formally request the Operational Qualification (OQ) documentation for [specific equipment or process] as it is crucial for our upcoming project/assessment.

Please provide the necessary documentation at your earliest convenience.

If you need any further information or clarification, feel free to contact me.

Thank you for your assistance.

Best regards,

[Your Name]
[Your Position]
[Your Company]