

[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 Effective OQ

I hope this message finds you well. I am writing to formally request an effective Operational Qualification (OQ) for [specific equipment/system/process] that is currently in use at [location].

The purpose of this request is to ensure that [explain reason for the OQ, e.g., compliance with regulations, enhance efficiency, quality assurance].

[Optional: Mention any prior correspondence or discussions related to the OQ.]

Please find attached [any relevant documents or evidence] that may assist in processing this request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]