

[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: Request for OQ

I am writing to formally request an Operational Qualification (OQ) for [specific equipment/system/process name] as part of our compliance and validation processes.

[Provide a brief background of the equipment/system/process and its significance.]

This request aims to ensure that the system operates within predetermined specifications and meets regulatory requirements. In line with our company protocols, I would appreciate your assistance in facilitating this process.

[Include any specific details or documentation you wish to provide or require.]

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]