

**\*\*Customized PQP Request Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Title]\*\***

**\*\*[Your Company]\*\***

**\*\*[Your Email]\*\***

**\*\*[Your Phone Number]\*\***

**\*\*[Date]\*\***

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**\*\*Subject: PQP Request for [Project/Service Name]\*\***

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**\*\*Dear [Recipient's Name],\*\***

I hope this message finds you well. I am reaching out to formally request a Product Quality Plan (PQP) for the [specific project or service name] we are currently working on.

**\*\*Project Details:\*\***

- **\*\*Project Name:\*\*** [Insert Project Name]

- **\*\*Project Description:\*\*** [Brief description of the project]

- **\*\*Key Dates:\*\*** [Insert important deadlines]

**\*\*PQP Requirements:\*\***

1. **\*\*Scope of Work:\*\***

- [Detail specific requirements or deliverables]

2. **\*\*Quality Objectives:\*\***

- [List objectives for quality assurance]

3. **\*\*Risk Assessment:\*\***

- [Identify potential risks and mitigation strategies]

4. **\*\*Team Involved:\*\***

- [List team members and their roles]

**\*\*Deadline for Submission:\*\*** [Insert deadline date]

Please let me know if you need any additional information or clarification regarding this request. I appreciate your assistance in ensuring we maintain the highest quality standards throughout our project.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

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**\*\*Attachments:\*\***

- [List any relevant documents, if applicable]

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**\*\*CC:\*\*** [Additional relevant stakeholders]

**\*\*BCC:\*\*** [Optional for confidentiality]