

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

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

Dear [Recipient Name],

Subject: Request for PQP (Process Quality Plan)

I hope this letter finds you well. I am writing to formally request a copy of the Process Quality Plan (PQP) related to [specific project or process name].

As [your role or position], I understand the importance of adhering to the established quality standards and ensuring compliance throughout our processes. Access to the PQP will allow us to align our goals and enhance our operational efficiency.

Please let me know if there are any specific procedures or forms I need to complete to facilitate this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

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