

[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 PQP (Project Quality Plan)

I hope this message finds you well. I am writing to formally request the Project Quality Plan (PQP) for [Project Name/Reference] as part of our ongoing project documentation requirements.

The PQP is essential for ensuring that all project deliverables meet the predetermined quality standards and adhere to the specified guidelines throughout the project lifecycle.

Please let me know if there are any required forms or specific procedures to follow for this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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