

[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],
P: Positive Statement
[Start with a positive remark or acknowledgment relevant to the recipient or their work.]
Q: Question or Concern
[State the question, concern, or issue you wish to address clearly and concisely.]
P: Proposal or Solution
[Offer a suggestion or solution, or propose the next steps to resolve the issue.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Position]