

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: PQP Request  
Dear [Recipient's Name],  
I hope this message finds you well. I am writing to formally request a Product Quality Plan (PQP) for [specific product/service name].  
[Briefly explain the reason for the request, highlighting any relevant details such as project timelines, quality standards, or specific requirements.]  
To assist in this process, I have included [any necessary documentation or information that might be needed].  
I appreciate your attention to this matter and look forward to your prompt response.  
Thank you for your assistance.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]