

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

Subject: PQP Request for Project Approval

Dear [Recipient Name],

I am writing to formally request approval for the Project Quality Plan (PQP) associated with the [Project Name]. This document outlines our approach to ensure quality standards are met throughout the project lifecycle.

The key components of the PQP include:

1. **Project Objectives**: [Briefly outline the objectives]
2. **Quality Standards**: [Specify the quality standards to be adhered to]
3. **Roles and Responsibilities**: [List key team members and their responsibilities]
4. **Quality Assurance Strategies**: [Describe the strategies for quality assurance]
5. **Monitoring and Reporting**: [Explain how quality will be monitored and reported]

The PQP has been developed in accordance with our company's quality management policies and relevant industry standards. Your approval is essential for us to proceed with the next steps of the project.

Please find the attached PQP document for your review. I welcome any feedback you may have and am happy to discuss any aspects of the plan at your earliest convenience.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]