

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

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

Dear [Recipient's Name],

Subject: Request for PQP (Pre-Qualified Product)

I hope this message finds you well. I am writing to formally request a PQP for [specific product or service name] in accordance with the [relevant guidelines or standards].

Details of the request are as follows:

- ****Product/Service Name****: [Name]
- ****Model/Version****: [Model or Version Number]
- ****Manufacturer****: [Manufacturer Name]
- ****Purpose of the Request****: [Brief explanation of why you are seeking PQP]

I have attached the necessary documentation to support this request, including [list any relevant documents such as specifications, testing reports, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name] (if applicable)