

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

[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to the QGIS application for [specific purpose or project]. As part of [your organization or position], I believe that QGIS will greatly enhance our capability to [briefly state how QGIS will be beneficial].

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization]