

****QDI Letter Template Example****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Qualification Documentation Information (QDI)

I hope this letter finds you well. I am writing to request the following documentation related to [specific qualification/documentation needed]

for the purpose of [explain purpose, e.g., compliance, review, etc.].

This information is critical to ensure that we maintain adherence to all relevant guidelines and standards.

The specific details of the documents needed are as follows:

1. [Detail or description of the first document]

2. [Detail or description of the second document]

3. [Detail or description of any additional documents]

If available, please provide the requested documents by [specific deadline if applicable], to facilitate our review process. Should there be any questions or if further clarification is needed, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

****End of Template Example****