

**\*\*QDI Letter Submission Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of QDI Letter

I hope this letter finds you well. I am writing to submit my Quality Disclosure Index (QDI) letter as per the guidelines provided. Please find the details outlined below:

1. **\*\*Introduction\*\***:

- Briefly introduce the purpose of the QDI letter.

2. **\*\*Summary of Quality Metrics\*\***:

- List and describe the quality metrics being disclosed.

3. **\*\*Data Source\*\***:

- Specify the source of data used for the metrics.

4. **\*\*Analysis\*\***:

- Provide a brief analysis of the quality metrics.

5. **\*\*Conclusion and Recommendations\*\***:

- Summarize findings and suggest potential improvements.

6. **\*\*Attachments\*\***:

- List any supporting documents included with the submission.

Thank you for considering my submission. Please feel free to contact me if you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Your Organization, if applicable]