

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a license for QGIS software for [specific purpose, e.g., research, project use, educational purposes] at [Your Organization's Name].

As we strive to [explain the goals, e.g., improve our geospatial analysis capabilities, enhance our mapping projects], having access to QGIS will be instrumental in achieving our objectives.

We are particularly interested in the features of QGIS that [mention specific features or functionalities relevant to your use].

Please let us know the necessary steps to obtain the license and any associated costs or requirements. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]