

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the creation of a QR code for our upcoming [event/campaign/product launch]. We believe that a QR code will significantly enhance our engagement with our customers and streamline their access to [specific information, services, or promotions].

We envision that the QR code will link to [specify URL, document, or platform], providing our users with [describe the benefit or purpose of the QR code].

Please let us know the necessary information or materials you may require from our side to facilitate this request. We would appreciate it if the QR code could be generated by [specific deadline], as we plan to [explain how you will use it, e.g., distribute in marketing materials, display at the event].

Thank you for considering our request. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]