

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

Dear [Recipient Name],

I hope this message finds you well.

I am reaching out to request your assistance in generating a QR code for our upcoming marketing campaign. We believe that incorporating a QR code will enhance our engagement with customers and streamline access to our promotional materials.

We intend to use the QR code for the following purposes:

- [Briefly describe the purpose, e.g., linking to a landing page, a product showcase, etc.]

If possible, we would like the QR code to be formatted in a way that it can be easily integrated into both print and digital media.

Please let me know if you require any specific information or have guidelines for creating this code. I appreciate your support and look forward to your prompt response.

Thank you for your assistance!

Best regards,

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