

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

Dear [Recipient Name],
Subject: Request for RQP

I hope this letter finds you well. I am writing to formally request the submission of a Regulatory Qualification Proposal (RQP) for [specific project or purpose].

We believe that the timely submission of this RQP is crucial for [brief explanation of the importance/relevance].

Please find attached the necessary documentation to support our request. Should you require any further information or clarification, do not hesitate to reach out.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]