

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a Record of Quality Performance (RQP) for [specific project or service, if applicable] that was conducted on [date or time period] at [location or department].

As part of [reason for the request, e.g., ongoing quality assurance efforts, compliance requirements], I believe that reviewing the RQP will provide valuable insights into our operations and help identify areas for potential improvement.

To facilitate this process, I would appreciate it if you could include the following details in the RQP:

1. Overview of Performance Metrics
2. Quality Assessment Results
3. Any Identified Issues and Associated Actions Taken
4. Recommendations for Future Improvements

I understand that the preparation of this document may take some time, and I am more than willing to assist in any way necessary to expedite the process. If you require additional information or documentation from my side, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response and greatly appreciate your assistance.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]