

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for RQP Approval

I am writing to formally request approval for a Request for Quotation (RQP) regarding [brief description of the project or purchase]. This request is being made to enhance [explain the reason for the project or purchase, e.g., operational efficiency, cost savings, etc.].

Justification:

1. ****Need for the Purchase****: [Explain why the project/purchase is necessary and how it aligns with organizational goals].
2. ****Cost-Benefit Analysis****: [Briefly outline the expected benefits and how they outweigh the costs].
3. ****Vendor Selection****: [Mention any research or criteria used in selecting the vendor for the RQP].
4. ****Impact on Operations****: [Discuss any potential positive impacts on current operations].

I believe that proceeding with this RQP will significantly contribute to [mention the desired outcome, e.g., improved efficiency, increased revenue, etc.]. I am looking forward to your prompt response.

Thank you for considering this request.

Sincerely,

[Your Name]
[Your Position]
[Your Department]