

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

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

Dear [Recipient Name],

I am writing to formally submit my request for a TQI assessment as part of my professional development. I believe that this evaluation will provide valuable insights into my strengths and areas for improvement, helping to enhance my performance and contribute more effectively to our team.

I have been particularly focused on [briefly describe specific areas of focus or projects], and I am eager to receive feedback that can guide my growth. The results from the TQI assessment will assist me in setting actionable goals for my future development.

I appreciate your consideration of my request and look forward to your guidance on the next steps in the assessment process.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]