

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

Dear [Recipient Name],

Subject: Authorization for TQI Access

I am writing to formally request authorization for access to the Total Quality Initiative (TQI) system for [specify purpose, e.g., data analysis, reporting].

Please provide access to the relevant components of the TQI system for the following personnel:

1. [Name, Position, Department]
2. [Name, Position, Department]
3. [Name, Position, Department]

Access is required to enhance our capabilities in [describe objectives and benefits of access].

We appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]