

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

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

Dear [Recipient Name],

Subject: Request for Clarification on TQI

I hope this message finds you well.

I am writing to seek clarification regarding the Total Quality Index (TQI) as it pertains to [specific area or project]. While reviewing the materials provided, I have encountered some aspects that I do not fully understand, specifically [briefly describe the specific areas of confusion].

Could you please provide additional insights or resources that could help clarify these points? Your assistance would be greatly appreciated as it will enable us to proceed effectively with our work.

Thank you for your time and support. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]