

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

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

Dear [Recipient Name],

Subject: Request for TQI Revision

I hope this message finds you well. I am writing to formally request a revision of the TQI (Training Quality Indicator) for the [specific program or project name].

Upon review, I have identified several areas that I believe could benefit from adjustments to better align with our objectives and enhance overall performance. The proposed revisions are as follows:

1. \*\*[Specific Area 1]\*\* - [Brief description of the suggested revision and its potential benefits]
2. \*\*[Specific Area 2]\*\* - [Brief description of the suggested revision and its potential benefits]
3. \*\*[Specific Area 3]\*\* - [Brief description of the suggested revision and its potential benefits]

I believe that these changes will significantly improve our outcomes and contribute to the success of our initiative. I appreciate your consideration of this request and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]