

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: VQI Letter  
[Introductory paragraph stating the purpose of the letter.]  
[Body paragraph(s) providing relevant details, context, and information  
related to the VQI.]  
[Closing paragraph offering to discuss further or providing next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]  
[Company/Organization Name, if applicable]