

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

Dear [Recipient Name],

I am writing to express my intent to submit a written quality evaluation (WQE) for [specific project or initiative] to [Recipient Organization]. After careful consideration and a thorough review of the guidelines, I am confident that our submission will meet the criteria outlined and contribute to [specific goals or outcomes].

Our team has been diligently working on [brief description of the project] and has gathered valuable data and insights that we believe will enhance the understanding and effectiveness of [subject matter]. We are committed to ensuring that our WQE reflects both our findings and our dedication to [industry standards, quality improvement, etc.].

We plan to submit our WQE by [submission deadline] and will include [brief overview of what will be included in the submission]. Please let us know if there are any additional requirements or specific formats you prefer for the submission.

Thank you for considering our intent to submit. We look forward to your guidance and any feedback you might have as we prepare our documentation. Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]