

****LQ Request Best Practices Template****

****Subject: LQ Request - [Brief Description]****

****Requester Information:****

- Name: [Your Name]

- Department/Team: [Your Department/Team]

- Contact Information: [Your email/phone number]

****Request Details:****

- ****Type of Request:**** [Information/Clarification/Action/Support]

- ****Description:****

- Provide a clear and concise description of the request.

- Include any relevant background information.

- Specify the desired outcome.

****Attachments:****

- [List any documents or files attached that support your request.]

****Timeline:****

- ****Deadline for Response:**** [Specify if there's a timeframe for the response.]

****Additional Information:****

- [Any other relevant notes or considerations.]

****Thank you!****

[Your Name]

[Your Position]

[Your Company]

[Date]
