

[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 Letter of Qualification (LQ)

I hope this message finds you well. I am writing to formally request a Letter of Qualification (LQ) regarding [briefly explain the purpose, e.g., a specific project, application, etc.].

[Provide a brief background or context for your request. Mention any relevant details that support your claim or need for the LQ, including deadlines if applicable.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me via [your phone number or email] should you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]