

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: LQ Request

I hope this message finds you well.

I am writing to formally request a Letter of Qualification (LQ) regarding [specific context or project details]. This request is made to facilitate [purpose of the LQ].

We believe that your insights and qualifications will greatly assist us in [explain how it will help].

Please find enclosed [any relevant documents or details]. If you require further information or clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]