

[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],

I am writing to formally request a Letter of Qualification (LQ) regarding [specific details or purpose of the request]. This document is essential for [reason for needing the LQ], and I believe that it will greatly help in [describe the benefits or importance].

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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