

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Briefly explain the context or background for the request, including any relevant deadlines or requirements.]

I believe that obtaining this LQ will [mention the importance or benefits of receiving the LQ].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]