

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a Qualified Key Approval (QKA) for [specific purpose or project].

Details of the request:

- ****Project Name:**** [Project Name]
- ****Purpose:**** [Brief description of the purpose]
- ****Deadline:**** [Deadline for the QKA]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]