

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

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

Dear [Recipient's Name],

I am writing to formally apply for the QKA (Qualified Knowledge Assessment) as part of my professional development and commitment to excellence in [your field/industry].

[Introduce your background, qualifications, and why you are seeking the QKA. Mention any relevant experiences or achievements that support your application.]

I believe that obtaining the QKA certification will enhance my skills and contribute positively to [organization/company/field]. Furthermore, it will enable me to [explain how the certification will benefit your career and possibly the organization].

I have attached all necessary documents required for the application process, including [list any documents: resume, transcripts, previous certifications, etc.].

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,  
[Your Name]