

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

Subject: Request for UQ Holder

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request to be designated as a UQ holder due to [brief explanation of your reason, e.g., participation in a specific program, research project, etc.].

As a [your position, e.g., student, researcher, etc.], I believe it is essential for me to have access to [specific resources, privileges, or services associated with being a UQ holder]. This designation will not only enhance my capabilities but also support my contributions to [mention any relevant team, project, or institution].

I have attached the necessary documentation to support my request. Please let me know if there are any additional forms or information needed to process my application.

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]