

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

Dear [Recipient Name],

Subject: VQI Reports Submission

I hope this message finds you well.

I am writing to formally submit the VQI reports for [specific period or project name], which outline [brief description of what the reports contain]. These reports are crucial for [state purpose, e.g., improving quality, compliance, etc.].

Please find attached the following reports:

1. [Report Title 1]
2. [Report Title 2]
3. [Additional report titles, if any]

We appreciate your attention to these documents and welcome any feedback you may have. Should you require further information or clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]