

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Total Quality Management (TQM) Certificate Award

We are pleased to announce that [Recipient's Organization], upon successful completion of the Total Quality Management (TQM) training program, has been awarded the TQM Certificate.

Details of the certification are as follows:

**\*\*Certificate Number:\*\*** [Certificate Number]

**\*\*Awarded To:\*\*** [Recipient's Organization]

**\*\*Training Period:\*\*** [Start Date] to [End Date]

**\*\*Program Conducted By:\*\*** [Training Provider Name]

**\*\*Location:\*\*** [Training Venue/Online]

This certificate recognizes your commitment to implementing quality management principles in accordance with industry standards. We commend your effort in enhancing organizational efficiency, customer satisfaction, and continuous improvement.

Enclosed with this letter is the TQM Certificate for your records. Please feel free to reach out should you require further assistance or have any inquiries.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Enclosure: TQM Certificate]