

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

Dear [Recipient Name],

Subject: Submission for Total Quality Management (TQM) Certification

I am writing to formally submit our organization's application for Total Quality Management (TQM) certification. We have completed all necessary preparations and are eager to demonstrate our commitment to quality management principles.

Enclosed with this letter, you will find the following documents:

1. Completed TQM Certification Application Form
2. Quality Management System Documentation
3. Evidence of Continuous Improvement Initiatives
4. Training and Development Records
5. Relevant Performance Metrics

We believe our efforts in implementing TQM principles will significantly enhance our operational efficiency and customer satisfaction. We appreciate the opportunity to submit for this certification and look forward to your review.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]