

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of TQM Certification

We are pleased to acknowledge the successful completion of the Total Quality Management (TQM) certification program by [Recipient Name or Organization].

This certification reflects [his/her/their/organization's] commitment to excellence and the implementation of quality management principles that enhance organizational effectiveness.

We commend [Recipient Name] for the dedication and effort demonstrated throughout the training and certification process.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]