

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQM Certification Confirmation

We are pleased to inform you that your application for the Total Quality Management (TQM) certification has been successfully processed. After a thorough review of your qualifications and achievements, we are happy to confirm your certification.

Your TQM certification is valid from [Start Date] to [End Date]. This certification recognizes your commitment to quality management principles and practices.

Please find attached your official TQM certification document. Should you have any questions or require further information, feel free to contact us at [Contact Information].

Congratulations on this significant achievement!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]