

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

Dear [Recipient Name],

Subject: Evidence of TQM Certification

I am writing to provide evidence of my Total Quality Management (TQM) certification obtained from [Name of Certification Body/Institution] on [Date of Certification].

Certification Details:

- Certification Title: [Name of TQM Certification]
- Certification Number: [Certification Number]
- Date of Issue: [Date]
- Expiration Date (if applicable): [Date]

Enclosed with this letter is a copy of my certification for your records.

I have also included my curriculum vitae, which outlines my professional experience and how the TQM principles have been integrated into my work.

If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Enclosures: Copy of Certification, Resume]