

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on TQM Certification

I hope this message finds you well. I am writing to follow up on my application for the Total Quality Management (TQM) certification submitted on [submission date].

I would appreciate any updates regarding the status of my application and any additional steps I may need to take.

Thank you for your attention to this matter. I look forward to your timely response.

Best regards,

[Your Name]
[Your Job Title] (if applicable)
[Your Organization] (if applicable)