

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

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

Dear [Recipient's Name],

Subject: Letter of Intent for TQM Certification

I am writing to formally express my intent to pursue Total Quality Management (TQM) certification through [Certification Organization/Program Name].

****Introduction:****

- Briefly introduce yourself and your current role.
- Explain your interest in TQM and its significance in your professional development.

****Objectives:****

- State your objectives for pursuing TQM certification.
- Explain how TQM aligns with your career goals or organizational needs.

****Commitment:****

- Specify your commitment to completing the required coursework and assessments.
- Mention your willingness to apply TQM principles in your organization.

****Conclusion:****

- Thank the recipient for considering your letter of intent.
- Express enthusiasm about the opportunity to obtain the TQM certification.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]