

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQM Certification Release

We are pleased to inform you that [Candidate's Name] has successfully completed the requirements for the Total Quality Management (TQM) certification program. This certification demonstrates their commitment to quality management practices and enhances our organization's capability to deliver higher standards of service.

[Candidate's Name] has exhibited exceptional skills in the principles of TQM, including [list specific skills or knowledge areas, e.g., continuous improvement, customer focus, leadership]. Their participation in this program signifies a vital step towards strengthening our team's expertise in quality management.

We hereby officially release the TQM certification to [Candidate's Name] as recognition of their efforts and achievements.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Congratulations once again to [Candidate's Name] on this significant accomplishment!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]