

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Certification Body's Name]  
[Address]  
[City, State, Zip Code]

Dear [Certification Body's Name or Contact Person],

Subject: Request for TQM Certification

I am writing to request certification in Total Quality Management (TQM) for [Your Company/Organization's Name]. We are committed to continuous improvement and excellence in our operations and have implemented various TQM principles over the past [duration of implementation].

To support this request, we have completed the necessary documentation and can provide evidence of our TQM practices, including:

1. [List of documents, reports, or evidence that demonstrates TQM implementation]
2. [Any specific metrics or outcomes achieved due to TQM practices]
3. [Information on training and development efforts related to TQM]

We understand the importance of adhering to the standards set forth by your organization and are eager to comply with all certification requirements.

Please let us know the next steps in the evaluation process and any additional information you may require. We appreciate your consideration of our request and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization's Name]