

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: TQM Certification Verification

This letter is to confirm that [Employee's Full Name], holding the position of [Employee's Job Title] at [Your Company Name], has successfully completed the Total Quality Management (TQM) certification program on [Date of Completion].

The TQM certification program is recognized for its robust curriculum which includes [briefly specify key topics or skills learned].

For any further inquiries or additional information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]