

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Certification Body]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for TQM Certification Application

I am writing to formally express our intent to apply for Total Quality Management (TQM) certification for [Your Organization's Name]. We recognize the significance of TQM principles in enhancing our organizational effectiveness and commitment to quality.

At [Your Organization's Name], we strive to implement systematic processes to improve our products/services and achieve customer satisfaction. Our dedicated team has been actively working on aligning our practices with TQM standards, and we are eager to undergo the certification process to validate our efforts.

We believe that attaining TQM certification will not only verify our commitment to quality but will also provide us with a framework for continuous improvement. We look forward to collaborating with [Certification Body] throughout this process and to receiving valuable guidance.

Thank you for considering our application. We anticipate your positive response and hope to commence this journey towards excellence soon.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Website (if applicable)]