

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

Dear [Recipient Name],

Subject: Request for Confirmation of TQM Certification

I hope this message finds you well.

I am writing to kindly request confirmation of the Total Quality Management (TQM) certification for [Your Company Name], which we applied for on [Application Date].

As we are in the process of finalizing our documentation and project plans, an official confirmation of our certification status is crucial.

If possible, please provide any relevant details regarding the certification timeline and any further steps we may need to undertake.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]