

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the Total Quality Management (TQM) certification submitted on [submission date]. I am eager to learn about the status of my application and any next steps I should anticipate.

I am very enthusiastic about the possibility of furthering my expertise in TQM and applying these principles to enhance organizational performance. I believe that obtaining this certification will not only benefit my professional development but also contribute positively to my organization's quality initiatives.

If there are any additional materials or information needed to support my application, please do not hesitate to let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Job Title]