

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the certification of our organization in Total Quality Management (TQM). At [Your Company Name], we are committed to continuous improvement and believe that achieving TQM certification will enhance our quality management practices and customer satisfaction.

We have implemented various quality management initiatives, and we are eager to have our processes evaluated by your esteemed organization. This certification will not only validate our efforts but also support our strategic goals for excellence.

Please provide us with the necessary information regarding the certification process, requirements, and any documentation that we need to complete. We are prepared to work closely with your team to ensure a smooth assessment.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]