

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

Dear [Recipient's Name],

Subject: Submission for TQM Certification

I am writing to formally submit our application for Total Quality Management (TQM) Certification for [Your Company Name].

Enclosed with this letter, you will find the required documentation, including:

1. Completed application form
2. Quality management system manual
3. Evidence of training and development programs
4. Performance metrics and improvement initiatives
5. Management review minutes

We believe that our commitment to quality and continuous improvement aligns with the criteria set forth for TQM certification. We have implemented robust processes that engage our employees and satisfy our customers, ensuring consistent excellence in our products/services. Thank you for considering our application. We look forward to your feedback and the opportunity to further demonstrate our dedication to quality.

Sincerely,

[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]