

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

[Recipient Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for TQM Certification Decision

I hope this letter finds you well. I am writing to formally appeal the decision regarding my TQM certification application submitted on [Date of Application Submission].

[Briefly describe the reasons for your appeal. Include any specific points or evidence that support your case. Explain why you believe the decision should be reconsidered.]

I appreciate the effort and work that goes into the evaluation process; however, I believe there may have been [mention any errors, oversight, or misunderstandings]. [Provide additional supporting information or documentation if necessary.]

I kindly request a reconsideration of my application based on the information provided. I am happy to provide further details or meet for a discussion to clarify any concerns.

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]