

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

[Certification Body Name]
[Certification Body Address]
[City, State, Zip Code]

Dear [Certification Body Representative's Name],

Subject: TQM Certification Eligibility Letter

I am writing to formally request an eligibility letter regarding the Total Quality Management (TQM) certification. My details are as follows:

****Full Name:**** [Your Full Name]

****Date of Birth:**** [Your Date of Birth]

****Current Position:**** [Your Job Title]

****Organization:**** [Your Company's Name]

****Years of Experience in Quality Management:**** [Number of Years]

I have completed the required educational qualifications and possess relevant work experience that qualifies me for this certification. Please find attached the necessary documents including my resume, transcripts, and proof of employment.

I kindly request you to review my credentials and provide me with a confirmation of my eligibility for the TQM certification program.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]