

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to support [Candidate's Name] in their pursuit of TQM (Total Quality Management) certification. As [his/her/their] [relationship to candidate, e.g., supervisor, manager, colleague], I have had the pleasure of observing [his/her/their] dedication to quality improvement and customer satisfaction within our organization.

[Provide specific examples of the candidate's skills, contributions, and dedication to TQM principles.]

Given [his/her/their] commitment to excellence and continuous improvement, I believe that [Candidate's Name] will greatly benefit from and contribute to the TQM certification program.

Thank you for considering this recommendation. I am confident that [Candidate's Name] will make the most of this opportunity.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]