

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Total Quality Management (TQM) Implementation

We are pleased to inform you that your proposal for the implementation of Total Quality Management (TQM) has been reviewed and approved by our management team.

We believe that the TQM approach will significantly enhance our processes, improve product quality, and increase customer satisfaction. Please find attached all necessary documentation regarding the next steps.

We look forward to collaborating with you on this initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Attachment: TQM Implementation Document]