

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQM Approval Confirmation

We are pleased to inform you that your request for Total Quality Management (TQM) approval has been successfully reviewed and granted.

Approval Details:

- TQM Program: [Program Name]
- Approval Date: [Date]
- Approval Validity: [Start Date] to [End Date]
- Reference Number: [Reference Number]

We appreciate your commitment to enhancing quality and efficiency within your organization. Please ensure that all processes related to the TQM framework are implemented in accordance with the guidelines provided.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your dedication to quality improvement.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Enclosure: any relevant documents]