

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQM Approval Correspondence

We are pleased to inform you that your application for Total Quality Management (TQM) approval has been reviewed and is hereby approved.

[Optional: Brief summary of the review process and any key points noted.]

This approval is valid until [expiry date], and we encourage you to maintain the standards that have led to this recognition. Your commitment to quality is commendable, and we look forward to your continued dedication to TQM principles.

Please feel free to reach out if you have any questions or require further assistance.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Enclosures: if any]