

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

Subject: TQM Approval for Project Submission

Dear [Recipient's Name],

I am writing to formally submit the project titled "[Project Title]" for approval under the Total Quality Management (TQM) framework. This project aims to [briefly describe the project's purpose and goals].

Enclosed with this letter are the necessary documents, including:

1. Project Proposal
2. Project Timeline
3. Budget Overview
4. Quality Management Plan

We believe that this project aligns with our organization's commitment to continuous improvement and excellence. We are keen to incorporate the principles of TQM to enhance our project's outcomes and ensure stakeholder satisfaction.

Please review the attached materials at your earliest convenience. We are looking forward to your feedback and approval to proceed with the project.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]