

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval Letter for Total Quality Management (TQM) System Review

We are pleased to inform you that the management has reviewed the Total Quality Management (TQM) framework adopted by [Your Company Name] and has approved its implementation for the upcoming period.

The key points of our approval include:

1. **Objectives**: To enhance customer satisfaction and improve operational efficiencies.
2. **Scope**: The TQM initiatives will cover all departments including [list relevant departments].
3. **Implementation Timeline**: The TQM system will be effective starting [start date] and the review will take place on [review date].
4. **Team Structure**: A TQM steering committee will be established, led by [TQM Leader's Name].

We are confident that the implementation of this TQM approach will significantly contribute to our organizational goals and strengthen our commitment to quality in all aspects of our operations.

Please proceed with the necessary preparations to ensure a smooth implementation.

Thank you for your continued dedication to excellence.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]