

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQM Approval Notification

We are pleased to inform you that your Total Quality Management (TQM) initiative has been officially approved. After careful review and consideration, we recognize your efforts in enhancing quality standards within our organization.

Details of the Approval:

- ****Project Title****: [Project Title]
- ****Approval Date****: [Approval Date]
- ****Implementation Date****: [Implementation Date]
- ****Key Objectives****: [Briefly outline key objectives]

We encourage you to proceed with the next steps outlined in your proposal and look forward to seeing the positive impact of this initiative on our overall quality management processes.

If you have any questions or require further assistance, please do not hesitate to reach out.

Congratulations once again on your achievement!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]