

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for TQM Approval

I am writing to formally request approval for the Total Quality Management (TQM) initiative we have developed for [specific project or process] at [Your Company].

Our primary objectives with this TQM initiative are to enhance quality, increase customer satisfaction, and improve overall operational efficiency. The proposed plan includes the following key components:

1. **Assessment and Analysis**
  - [Briefly describe steps for assessment]
2. **Implementation Strategy**
  - [Outline the approach to implementing TQM]
3. **Monitoring and Evaluation**
  - [Explain how you will measure success]

We believe that obtaining your approval is crucial for moving forward and successfully implementing these quality management practices. We are confident that this initiative will lead to significant improvements and foster a culture of continuous quality enhancement within our organization.

Please find attached the detailed TQM proposal for your review. I am happy to discuss this further at your convenience and look forward to your positive response.

Thank you for considering this request.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]