

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of TQM Project Proposal

We are pleased to inform you that your proposal for the Total Quality Management (TQM) project titled "[Project Title]" has been formally approved. After careful review and consideration, we believe that this project will significantly contribute to our organization's commitment to continuous improvement and excellence.

Project Details:

- **\*\*Project Title\*\***: [Project Title]
- **\*\*Project Duration\*\***: [Start Date] to [End Date]
- **\*\*Project Budget\*\***: [Budget Amount]
- **\*\*Project Team Members\*\***: [List of Team Members]

Next Steps:

We look forward to the project kickoff meeting scheduled on [Date of Meeting]. Please prepare the necessary documentation and updates for the initial phase of the project as discussed.

Congratulations on your approval, and we are excited to see the positive impact this project will have on our organization.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Optional: Company Logo]