

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to invite you to participate in our upcoming Total Quality Management (TQM) workshop, scheduled for [Date] at [Location]. This workshop aims to enhance your understanding of TQM principles and practices that can drive organizational excellence.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue/Room Details]
- **Agenda:** [Brief Overview of Topics]

Please confirm your attendance by [RSVP Deadline]. We look forward to your participation and to exploring how we can achieve significant improvements in quality and performance together.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]