

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of TQM Audit

We are writing to inform you that a Total Quality Management (TQM) audit has been scheduled for [Date of Audit] at [Location of Audit]. The purpose of this audit is to assess our compliance with TQM principles and to identify opportunities for continuous improvement within our processes.

The audit will be conducted by [Auditor's Name/Team] and is expected to take approximately [duration of audit]. It is essential for all relevant team members to be available during this period to provide necessary documentation and assist with the audit process.

Please prepare any required materials and ensure that your team is informed about the audit objectives and processes. We appreciate your cooperation and commitment to maintaining our quality standards.

Should you have any questions or require further information, please do not hesitate to reach out to me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]