

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Closure of TQM Project

We are pleased to inform you that the Total Quality Management (TQM) project titled "[Project Name]" has been successfully completed as of [Completion Date]. Over the duration of this project, our team has achieved significant milestones and improvements in [briefly mention key areas impacted by the project, e.g., processes, quality standards, customer satisfaction].

We appreciate the collaboration and support from your team, which were crucial in reaching our objectives. Following our project goals, we have documented the outcomes, lessons learned, and recommendations for future initiatives. Please find attached the comprehensive project report for your review.

As we conclude this project, we look forward to your feedback and any further discussions on potential future projects and continuous improvement efforts.

Thank you for your partnership and support throughout this journey.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Attachment: Project Report]