

****TQM Training Letter Outline****

1. ****Subject Line****
 - Invitation to TQM Training Session
2. ****Introduction****
 - Brief greeting
 - Purpose of the letter
3. ****Training Details****
 - Date and time of the training
 - Location (or virtual platform)
 - Duration of the session
4. ****Overview of TQM****
 - Brief description of Total Quality Management (TQM)
 - Importance of TQM in the organization
5. ****Objectives of the Training****
 - Key goals of the training session
 - Skills and knowledge participants will gain
6. ****Agenda****
 - Outline of topics to be covered
 - Breakdown of activities (lectures, workshops, discussions)
7. ****Who Should Attend****
 - Target audience for the training
 - Expected participants (e.g., team leaders, managers)
8. ****Registration Information****
 - How to register for the training
 - Deadline for registration
9. ****Contact Information****
 - Who to contact for questions or further information
 - Email and phone number
10. ****Closing****
 - Encouragement to participate
 - Thank you for consideration
11. ****Signature****
 - Your name
 - Your position
 - Organization name