

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: TQI Agreement

Dear [Recipient Name],

I am writing to confirm our mutual agreement regarding the TQI (Total Quality Improvement) process as discussed in our previous meetings. This agreement outlines the roles, responsibilities, and expectations of both parties involved.

1. ****Objective****: The main objective of this TQI agreement is to enhance the overall quality and effectiveness of our [specific project or process].

2. ****Scope****: This agreement covers the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

3. ****Roles and Responsibilities****:

- [Your Organization/Role]: [Outline responsibilities]
- [Recipient Organization/Role]: [Outline responsibilities]

4. ****Timeline****: This agreement will commence on [start date] and is expected to be reviewed on [review date].

5. ****Metrics for Success****: The success of the TQI initiatives will be measured by [specific metrics].

6. ****Amendments****: Any necessary amendments to this agreement will be discussed and mutually agreed upon by both parties.

Please sign below to indicate your acceptance of the terms outlined in this agreement. A copy of the signed agreement will be retained for our records.

Thank you for your collaboration and commitment to quality improvement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted by:

[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]
[Date]