

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for the TQI certification. With my background in [Your Field/Industry] and my commitment to [Relevant Skills or Experience], I am confident in my ability to meet the requirements set forth by the TQI program.

Throughout my career, I have [Briefly Describe Relevant Experiences or Achievements]. I believe that obtaining the TQI certification will not only enhance my professional skills but also contribute to the greater goals of [Organization's Name or Industry] as it pertains to quality improvement and excellence.

I have attached the necessary documentation and completed application forms for your review. Should you require any additional information, please feel free to contact me at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy for the TQI certification.

Sincerely,

[Your Name]
[Your Job Title, if applicable]