

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: TQI Compliance Verification

I hope this letter finds you well.

As part of our commitment to maintaining high standards and compliance with Total Quality Inspection (TQI) requirements, we have conducted a thorough review of our processes and performance. We are pleased to inform you that we meet the necessary criteria outlined in the TQI standards.

Enclosed with this letter, you will find the following documents supporting our compliance status:

1. TQI Compliance Checklist
2. Recent Inspection Reports
3. Quality Assurance Procedures

We remain dedicated to continuous improvement and will continue to uphold the principles of quality assurance. Should you have any questions or need further information regarding our TQI compliance, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]