

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of TQI Evaluation

We are writing to formally notify you regarding the upcoming Teachers' Quality Index (TQI) evaluation scheduled for [insert date]. This evaluation aims to assess and enhance the teaching quality across our institution, and your participation is essential.

Please ensure that you and your staff complete all necessary preparations, including [insert any specific requirements or documents needed]. Further details about the evaluation process and timeline will be provided in the coming weeks.

Should you have any questions or require further clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]