

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of TQI

I am writing to formally submit my Total Quality Improvement (TQI) proposal titled "[Title of Your Proposal]." This submission includes all relevant documentation, including [list any included documents such as data reports, project plans, etc.].

The primary objective of this TQI is to [briefly describe the goal of your TQI]. Based on the analysis of [mention any relevant data or previous findings], we believe that implementing these strategies will lead to [expected outcomes or improvements].

I appreciate your consideration of my TQI proposal. I am looking forward to your feedback and am available for any discussions or clarifications that you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]