

COMPANY XYZ

<DATE>

Subject: Management Representative Appointment

To whom it may concern:

This letter is to serve as formal documentation of the appointment of <NAME>, <JOB TITLE>, as Management Representative for **Company XYZ's** Quality Management System (QMS).

As Management Representative, irrespective of other duties, <NAME> is responsible for ensuring that all company personnel are aware of the relevance and importance of their activities, and how they contribute to the achievement of **Company XYZ's** quality objectives.

Any questions regarding this appointment should be directed to my attention.

<NAME>

Company XYZ
President/CEO