

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of NQF Certification

We are pleased to acknowledge the receipt of your application for National Qualifications Framework (NQF) certification for [specific program/course name]. We appreciate your efforts in meeting the necessary requirements and are committed to reviewing your submission.

We will notify you of the progress and any further information needed.

Thank you for your dedication to maintaining high educational standards.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Website URL] (if applicable)

[Optional: Enclosure: Copy of application form]