

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

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

Dear [Recipient Name],

Subject: NQF Certification Confirmation

I am writing to formally confirm the NQF (National Qualifications Framework) certification of [Name of the Certification/Program]. This certification was awarded on [Date of Certification], and it ensures that the program meets the established standards set forth by the NQF.

Details of the certification are as follows:

- Certification Title: [Title]
- Certification Level: [Level]
- Certification Number: [Number]
- Valid Until: [Expiration Date]

We are proud to have received this certification, which demonstrates our commitment to providing high-quality education and training. Should you require any further information or documentation regarding the certification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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