

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

[Date]
[Certification Body Name]
[Certification Body Address]
[City, State, Zip Code]

Dear [Certification Body Contact Name],

Subject: NQF Certification Eligibility Inquiry

I am writing to formally inquire about my eligibility for the National Qualifications Framework (NQF) certification. I am seeking clarification on the specific requirements and necessary documentation needed for my application.

I have completed my [insert relevant qualifications or training] and believe that I meet the prerequisites for certification. I would appreciate it if you could provide me with detailed information regarding the eligibility criteria and any steps I need to follow to proceed with my application.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]