

[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: NQF Certification

We are pleased to inform you that [Organization Name] has successfully achieved certification under the National Qualifications Framework (NQF) for the qualification [Qualification Name and Code].

Details of the certification are as follows:

- Certification Number: [Certification Number]
- Date of Issue: [Date of Issue]
- Valid Until: [Expiration Date]

This certification recognizes that the qualification meets the required standards set by [Relevant Authority/Agency].

Should you require any additional information or documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]