

[Your Name]  
[Your Position]  
[Your Organization]  
[Your 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],

I am writing to recommend [Candidate's Name] for NQF certification based on their outstanding skills and performance in [specific field or area]. Having worked with [him/her/them] for [duration] at [Your Organization], I have witnessed firsthand [his/her/their] dedication, expertise, and commitment to excellence.

[Include specific examples of accomplishments, skills, and experiences relevant to NQF certification. Highlight how these align with the standards and expectations of the certification.]

Given [his/her/their] strong work ethic and ability to [mention relevant skills or attributes], I am confident that [Candidate's Name] embodies the principles of [NQF certification]. [His/Her/Their] theoretical knowledge, combined with practical experience, ensures [he/she/they] can effectively contribute to [specific sector or field].

I wholeheartedly support [Candidate's Name]'s application for NQF certification and strongly believe that [he/she/they] will not only meet but exceed the expectations set forth by the NQF. Please do not hesitate to contact me if you require any further information or insights regarding [Candidate's Name]'s qualifications.

Thank you for considering this worthy candidate for NQF certification.

Sincerely,

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