

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

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

Dear [Recipient Name],

Subject: NQF Certification Request

I am writing to formally request the certification of [specify the qualification or program] under the National Qualifications Framework (NQF).

Our organization, [Your Organization Name], has been committed to [briefly describe the purpose and goals of your organization and the qualifications offered]. We believe that this certification will not only enhance the credibility of our offerings but also provide recognition for the skills and competencies our learners develop.

Enclosed with this letter are the following documents to support our request:

1. A detailed description of the qualification/program.
2. The curriculum outline and assessment methods.
3. Evidence of alignment with NQF standards.
4. Any other relevant supporting documents.

We appreciate your attention to this matter and look forward to your favorable response. Should you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our request.

Sincerely,

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