

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NQF Certification Verification

We are writing to confirm the National Qualifications Framework (NQF) certification status of [Candidate's Name], who has completed [Course/Program Name] on [Completion Date]. This program is registered under the NQF, with the following details:

- **\*\*NQF Level:\*\*** [Level]

- **\*\*Qualification Title:\*\*** [Title]

- **\*\*Unit Standards:\*\*** [Unit Standards]

[Candidate's Name] has demonstrated competency in all required areas and has met the standards set forth by the relevant accreditation body.

For verification purposes, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]