

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

Subject: Certification of [NQF Certification Name]

I am pleased to confirm that [Candidate's Name] has successfully completed the requirements for the [NQF Certification Name] at [Organization Name]. This certification reflects their dedication and proficiency in [brief description of skills or knowledge relevant to the NQF certification].

The certification program included [brief overview of the curriculum or training components], which adequately prepares candidates for [mention any relevant qualifications or skills related to the industry or field]. We believe that [Candidate's Name] will be a valuable asset in their professional endeavors, equipped with the necessary skills and knowledge to excel in their field.

If you have any further questions or require additional information regarding this certification, please do not hesitate to contact me.

Sincerely,

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