

[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: Request for NQF Status Update

I hope this message finds you well. I am writing to formally request an update on the NQF status for [specific qualification or course name], which I submitted on [submission date].

As I understand, the review process can take some time; however, I would greatly appreciate any information regarding the current status or estimated timeline for completion. This information is vital for my planning and ongoing preparations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]