

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

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

Dear [Recipient's Name],

Subject: Confirmation of NQF Status

I hope this letter finds you well. I am writing to request confirmation regarding the status of my qualification on the National Qualifications Framework (NQF).

Details of the Qualification:

- Qualification Name: [Insert Qualification Name]
- Qualification Number: [Insert Qualification Number]
- Date of Completion: [Insert Date]
- Institution: [Insert Institution Name]

I would appreciate your assistance in confirming the current NQF status of the aforementioned qualification at your earliest convenience. If there are any additional documents or information needed to complete this request, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]