

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

Dear [Recipient Name],

Subject: Request for NQF Status Clarification

I hope this letter finds you well.

I am writing to formally request clarification regarding the NQF status of [specific qualification or course name]. As a stakeholder interested in understanding the recognition and standing of this qualification, I would appreciate any pertinent information that you could provide.

Details of the qualification are as follows:

- Qualification Name: [Name]
- Qualification ID: [ID Number]
- Institution: [Institution Name]
- Date of Issue: [Date]

If possible, please include information regarding its current NQF level and any relevant compliance details.

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

Sincerely,

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