

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

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

Dear [Recipient Name],

Subject: NQF Status Inquiry

I hope this letter finds you well. I am writing to inquire about the current status of my NQF application submitted on [insert submission date]. My reference number is [insert reference number].

I would greatly appreciate any updates you could provide regarding my application's progress, as well as any additional information that may be required from my side.

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

Sincerely,

[Your Name]