[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: NQF Status Verification
I am writing to request verification of the National Qualifications Framework (NQF) status for [Name of Qualification] obtained from [Institution Name] on [Date of Graduation/Completion].
Details of the qualification are as follows:
- NQF Level: [Specify Level]
- Course Duration: [Specify Duration]
- Registration Number: [Provide Registration Number if applicable]
Please provide confirmation of the NQF status at your earliest convenience. If there are any forms or fees that I need to complete for this verification, please let me know.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]