

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

Dear [Recipient Name],

Subject: NQF Evaluation Request

I hope this letter finds you well. I am writing to formally request an evaluation of my qualifications under the National Qualifications Framework (NQF).

I have completed the following qualifications:

1. [Qualification Name, Institution, Year of Completion]
2. [Qualification Name, Institution, Year of Completion]
3. [Qualification Name, Institution, Year of Completion]

Attached to this letter are copies of my certificates, transcripts, and any other relevant documents needed for the evaluation process.

I believe that my qualifications align with the standards set by the NQF, and I am keen to understand how they may translate into equivalent levels within the framework.

Thank you for your attention to this matter. I look forward to your prompt response regarding the next steps in this evaluation process.

Sincerely,

[Your Name]