

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

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

Subject: Appeal for NQF Rating [Your Reference Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal the NQF rating decision regarding [specific details of the rating, e.g., qualification or course title].

I respectfully request a review of the NQF rating based on the following grounds:

1. [Explanation of the first reason for the appeal]
2. [Explanation of the second reason for the appeal]
3. [Explanation of any additional reasons, if applicable]

Attached to this letter are supporting documents that provide further evidence for my appeal, including [list any attached documents such as assessment results, feedback, etc.].

I believe that [summarize your argument briefly] and kindly ask you to reconsider the rating assigned.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Qualification or Affiliation, if applicable]
[Attachments: List of Documents]