

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

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

Dear [Recipient Name],

Subject: Application for NQF Rating

I hope this letter finds you well. I am writing to formally apply for the NQF rating for [Course/Qualification Name] developed by [Institution/Organization Name].

The [Course/Qualification Name] aims to provide learners with [brief description of the purpose and objectives of the course/qualification]. We strongly believe that this aligns with the standards and expectations of the NQF framework.

In support of this application, we have included the following documents:

1. Detailed course curriculum
2. Assessment methods and criteria
3. Learner support structures
4. Evidence of industry alignment and relevance

We would appreciate your consideration of our application for NQF rating, as we strive to enhance the quality and recognition of our educational offerings.

Thank you for your time and assistance. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Institution/Organization Name]
[Institution/Organization Contact Information]