

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: NQF Rating Assignment  
Dear [Recipient Name],  
I hope this letter finds you well.  
We are pleased to inform you that your recent submission for  
[Course/Program Name] has been assigned an NQF rating of [insert NQF  
level]. This rating reflects the quality and standards of the program in  
alignment with the National Qualifications Framework.  
Attached to this letter, you will find a detailed report outlining the  
evaluation criteria used and the outcomes of the assessment.  
Should you have any questions or require further clarification regarding  
the rating, please feel free to reach out to me directly at [Your Phone  
Number] or [Your Email Address].  
Thank you for your commitment to maintaining high educational standards.  
We look forward to your continued contributions to our [field or area of  
education].  
Best regards,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]  
Attachments: [List of any attachments]