

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of NQF Rating

We are pleased to confirm the NQF rating for [Name of the Qualification/Program] as follows:

- \*\*Qualification Title:\*\* [Title of the Qualification]

- \*\*NQF Level:\*\* [Level]

- \*\*NQF Rating Date:\*\* [Date of Rating]

This rating has been registered in accordance with the policies set forth by [Relevant Authority/Organization]. The qualification meets all necessary criteria and standards associated with this level.

If you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]