

**\*\*NQF Rating Correspondence Template\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the NQF rating correspondence for [specific qualification or program name] that is currently classified under the National Qualifications Framework.

As per my understanding, the NQF rating associated with [specific qualification or program] is [current NQF level]. However, I would like to confirm whether there have been any updates or changes to this rating since [specific date or event, if applicable].

Please find below the details regarding the qualification for your reference:

- Qualification Name: [Name]
- Qualification ID: [ID]
- Current NQF Level: [Level]
- Institution Name: [Institution]

I would appreciate your prompt response regarding this matter, as it is crucial for my [reason for inquiry, e.g., academic, professional, etc.]. Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Contact Information]