

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

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

Dear [Recipient Name],

Subject: NQF Rating Inquiry

I am writing to inquire about the NQF rating associated with [specific program, qualification, or course name]. I would appreciate any information regarding its classification and the evaluation criteria used for this rating.

Additionally, if there are any relevant documents or resources that detail the factors influencing the NQF rating, I would be grateful if you could share those with me.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]