

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

Dear [Recipient's Name],

Subject: NQF Rating for [Program/Service Name]

I hope this message finds you well. I am writing to provide you with the NQF rating for [Program/Service Name] as part of our ongoing commitment to quality assurance and continuous improvement.

After a thorough evaluation process, we are pleased to inform you that [Program/Service Name] has been assigned an NQF rating of [insert rating] based on the following criteria:

- Criterion 1: [Brief description of evaluation]
- Criterion 2: [Brief description of evaluation]
- Criterion 3: [Brief description of evaluation]

We believe this rating reflects the quality and effectiveness of the service provided. We appreciate your commitment to maintaining high standards and look forward to continue collaborating towards achieving the best outcomes for [target audience/beneficiaries].

Please feel free to reach out if you have any questions or require further information regarding this rating.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]