

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of NQF Rating

We are pleased to inform you that your [program/course/qualification] has been evaluated and assigned an NQF rating of [insert NQF level].

This rating reflects the quality and standards of your program, and we commend you for your efforts in meeting the required criteria. The NQF rating applies as of [effective date] and will be valid for [duration/conditions].

Should you have any questions or require further clarification regarding this rating, please do not hesitate to contact us at [contact information].

Congratulations once again, and we wish you continued success in your endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]