

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

Dear [Recipient Name],

I am writing to recommend the [Program/Qualification Name] for an NQF rating of [Proposed NQF Level]. Based on my experience and assessment, I believe this program meets the relevant criteria for the proposed level. [Briefly describe the program, including its objectives, content, and length.]

The program is designed to [mention key skills, competencies, and outcomes]. In my evaluation, the curriculum aligns with the [specific standards or frameworks] required at the NQF Level [Proposed Level]. Furthermore, [provide evidence or examples that support the recommendation, such as assessments, learner outcomes, industry relevance, etc.].

In conclusion, I wholeheartedly endorse the [Program/Qualification Name] for an NQF rating of [Proposed NQF Level]. I am confident that this qualification will contribute positively to the educational landscape and meet the needs of learners and industry alike.

Thank you for considering this recommendation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]