

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

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

Subject: NQF Rating Verification

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally verify the NQF (National Qualifications Framework) rating for [specify the qualification or course name]. This verification is necessary for [state the purpose, e.g., job application, further studies, etc.].

The details of the NQF rating are as follows:

- Qualification Name: [Name of the qualification]
- NQF Level: [Level number]
- Issuing Authority: [Name of the authority that issued the qualification]
- Date of Issue: [Date]

I confirm that this qualification carries an NQF rating of [insert rating]. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]