

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

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

Dear [Recipient Name],

Subject: Termination of NQF Funding

I hope this letter finds you well.

I am writing to formally notify you that, as of [termination date], the funding provided under the National Qualifications Framework (NQF) for [specific project or program] will be terminated.

This decision has been made after careful consideration of [reasons for termination, e.g., project completion, funding requirements, etc.]. We appreciate the partnership and the opportunities that have arisen from this funding, and we would like to thank you for your collaboration. Please ensure that all outstanding reports and financial documentation related to this funding are submitted by [submission deadline] to facilitate a smooth closing process.

If you have any questions or require further clarification, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you once again for your cooperation and support.

Sincerely,

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