

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

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

Dear [Recipient Name],

Subject: NQ Qualifications Assessment Letter

I am writing to request an assessment of my qualifications under the National Qualifications (NQ) framework. I have attached the necessary documents for your review, which include my academic transcripts, certificates, and any relevant supporting materials.

I believe that my qualifications align with the requirements set forth by your organization and I am eager to receive your assessment and feedback. Please let me know if you need any additional information or documents to facilitate this assessment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]