

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Confirmation of NQ Qualifications

I am writing to formally confirm my qualifications as part of the National Qualifications (NQ) framework. My details are as follows:

- Full Name: [Your Full Name]
- NQ Number: [Your NQ Number]
- Qualification Title: [Title of Your Qualification]
- Date of Achievement: [Date]
- Institution: [Name of the Institution]

Please find attached copies of the relevant certification documents for your reference. I appreciate your assistance in processing this confirmation, and I am available for any further information or clarification needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]