

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

Dear [Recipient's Name],

Subject: Feedback on NQ Qualifications Submission

I hope this letter finds you well. I would like to take a moment to provide feedback regarding your recent submission for National Qualifications (NQ) assessment.

Overall, your submission was well-structured and demonstrated a clear understanding of the required competencies. The following points highlight specific strengths as well as areas for improvement:

****Strengths:****

1. Comprehensive understanding of the subject matter.
2. Clear alignment with assessment criteria.
3. Evidence of critical thinking and application of skills.

****Areas for Improvement:****

1. Enhance clarity in certain sections for better understanding.
2. Include more examples to support your claims.
3. Review formatting for consistency.

We encourage you to address these areas in your future submissions to further enhance your qualifications. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your hard work and dedication.

Best regards,

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