

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing in response to your inquiry regarding my National Qualification (NQ) qualifications.

[Include a brief overview of your qualifications, relevant experience, and any additional information that addresses their inquiry. Be concise and factual.]

Thank you for considering my qualifications. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]