

[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: NQ Qualifications Letter

I am writing to formally acknowledge and verify the qualifications of [Candidate's Name], who has successfully completed the necessary qualifications to be considered a [specific qualification level, e.g., National Qualification (NQ)].

[Candidate's Name] has demonstrated proficiency in the following areas:

1. [Qualification Area 1]
2. [Qualification Area 2]
3. [Qualification Area 3]

This letter serves to confirm that [he/she/they] has met all the required standards and criteria set forth by [relevant authority or examining body].

Should you require any further information or clarification regarding [Candidate's Name]'s qualifications, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Organization]