

[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: Notification of NQ Qualifications

I am writing to formally notify you regarding the NQ qualifications for [specific course/program name].

[Provide details about the NQ qualifications, including any relevant dates, requirements, or procedures that are necessary for compliance or to inform the recipient.]

Please review the enclosed documents for further clarification. Should you have any questions or require additional information, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]