

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position] at [Your Organization/Institution] to recommend [Candidate's Name] for the [specific qualification/program] under the National Qualifications Framework (NQF).

I have had the pleasure of working with [Candidate's Name] for [duration] as [their position or relationship to you], and I can confidently say that [he/she/they] possess the skills and dedication necessary to excel in this program.

[Include specific examples of the candidate's achievements, skills, and relevant experiences that make them a suitable candidate for the qualification.]

I strongly believe that [Candidate's Name] will bring [his/her/their] commitment and enthusiasm to the [specific qualification/program], and I highly recommend [him/her/them] for this opportunity.

Please feel free to contact me at [phone number] or [email] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Institution]