

[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]

Subject: Clarification Request Regarding NQF Certification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding the National Qualifications Framework (NQF) certification that pertains to [specific qualification or course] I am currently pursuing/completing.

I would appreciate your guidance on the following matters:

1. [Specific question or concern #1]
2. [Specific question or concern #2]
3. [Specific question or concern #3]

Your assistance in these matters would be immensely valuable and will aid me in ensuring compliance with all necessary requirements.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title if applicable]