

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Confirmation of NQF Certification

We are pleased to confirm that [Name of the Individual/Organization] has been awarded the National Qualifications Framework (NQF) certification for [specific qualification or course name] on [date of certification].

The details of the certification are as follows:

- NQF Level: [Level]
- Certificate Number: [Number]
- Issue Date: [Date]
- Expiry Date (if applicable): [Date]

Should you require any further information regarding this certification, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]