

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Follow-Up on NQF Certification Application
I hope this message finds you well. I am writing to follow up on my application for NQF certification submitted on [Submission Date]. As I understand, the processing time for applications can vary, and I wanted to inquire about the current status of my application. I appreciate your attention to this matter and look forward to your response.
Thank you for your time.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]