

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NQF Certification Confirmation for [Professional's Full Name]

We are pleased to confirm that [Professional's Full Name], holding the position of [Professional's Job Title], has successfully completed the requirements for NQF certification in [specify the qualification/training area]. This certification is a testament to [his/her/their] commitment to professional development and adherence to the standards set forth by the National Qualifications Framework.

Details of Certification:

- Certification Level: [specify level]

- Date of Issue: [date]

- Certification Number: [number]

- Expiry Date: [if applicable]

This certification recognizes [Professional's First Name]'s competency, skills, and knowledge in [briefly describe field/area of expertise], and we believe it will significantly contribute to [his/her/their] professional journey.

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]