

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Certification Body Name]
[Certification Body Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for the NQF certification. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have observed [his/her/their] commitment to [specific skills or qualities related to the certification]. [He/She/They] consistently demonstrates [specific examples of achievements or skills].

I believe that [Candidate's Name] possesses the necessary skills and dedication to excel in obtaining the NQF certification. [He/She/They] has [mention relevant experience or qualifications]. Additionally,

[Candidate's Name]'s [mention any personal attributes or work ethic] makes [him/her/them] an ideal candidate for certification.

In conclusion, I wholeheartedly recommend [Candidate's Name] for NQF certification. I am confident that [he/she/they] will represent the values and standards of your organization excellently.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]