

[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]

Dear [Recipient's Name],

Subject: Request for NQF Certification

I hope this letter finds you well. I am writing to formally request certification under the National Qualifications Framework (NQF) for [specific qualification or program name].

[Provide a brief overview of the qualification or program, including its objectives and relevance.]

Enclosed with this letter are all required documentation and evidence to support this request, including:

- [List of documents, e.g., curriculum details, assessment methods, learner outcomes]
- [Any additional relevant documentation]

I appreciate your time and consideration in processing this request. Should you require further information or clarification, please do not hesitate to contact me.

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

Sincerely,

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