

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization/Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: NQF Certification Statement

I am writing to formally confirm that [Name of the Individual/Organization] has successfully met all the required criteria for National Qualifications Framework (NQF) certification as outlined in the [specific guidelines/policies].

The certification was awarded based on an evaluation of [briefly describe the evaluation criteria completed, e.g., educational programs, training modules, assessments].

This certification is valid until [expiration date], and during this time, [Name of the Individual/Organization] is expected to maintain compliance with all NQF standards.

If you require any further information or have questions regarding this certification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization/Company]