

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NQF Certification Verification

I am writing to verify the National Qualifications Framework (NQF) certification of [Name of the individual or organization] with the following details:

- \*\*Name:\*\* [Individual's Name]
- \*\*NQF Level:\*\* [Level]
- \*\*Certification Number:\*\* [Number]
- \*\*Date of Certification:\*\* [Date]
- \*\*Issued By:\*\* [Issuing Authority]

This certification has been duly awarded and is currently valid as of the date of this letter. If you require any further authentication or details regarding this certification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

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