

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Title]

[Accrediting Body Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Accreditation Application for [Program/Institution Name]

We are pleased to submit our application for accreditation with [Accrediting Body Name] in accordance with the National Qualifications Framework (NQF). Our institution, [Institution Name], has been dedicated to providing high-quality education and training since [Year of Establishment].

Attached to this letter, you will find the following documents to support our application:

1. Completed application form
2. Institutional profile
3. Program curriculum outlines
4. Evidence of compliance with NQF standards
5. Any additional supporting documents

We believe that our programs align with the NQF criteria and contribute to the advancement of learning in [specific field/industry]. We are committed to continuous improvement and welcome any guidance or feedback from your team during the accreditation process.

Thank you for considering our application. We look forward to your positive response and to the possibility of working together to enhance educational excellence.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Phone Number]

[Email Address]