

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NQF Certification Confirmation

We are pleased to inform you that [Organization Name] has successfully achieved NQF Certification for [specific program or qualification]. This certification is valid from [start date] to [end date] and recognizes that the program meets the rigorous standards set by the National Qualifications Framework.

Details of the certification are as follows:

- Certification Number: [Certification Number]
- Level: [NQF Level]
- Validity: [Start Date] to [End Date]
- Accredited By: [Accrediting Body's Name]

We are committed to maintaining the quality and standards of our programs and look forward to your continued support. If you require any further information, please feel free to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]