

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Subject: NQF Recognition Status Notification

Dear [Recipient's Name],

We are pleased to inform you that your [Program/Qualification/Assessment] has been granted recognition by the National Qualifications Framework (NQF). This recognition is effective from [start date] and will remain valid until [end date, if applicable].

Details of Recognition Status:

- Qualification/Program Name: [Name of Qualification/Program]
- NQF Level: [NQF Level]
- Registration Number: [Registration Number]
- Recognition Status: [e.g., Fully Recognized, Provisional Recognition, etc.]

Please note that this recognition is subject to the adherence to the [relevant regulations, standards, or required assessments] as outlined by the NQF. We encourage you to keep us informed of any changes in your program that may affect its status.

For any queries or further information, please do not hesitate to contact us at [contact information].

Congratulations on this achievement, and we look forward to supporting your ongoing success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Optional: Enclosure/Attachment Information]