

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

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

Dear [Recipient Name],

Subject: NQF Status Change Notification

I am writing to formally notify you of a change in the National Qualification Framework (NQF) status for [specific qualification or assessment name]. Effective [date of change], the status has been updated to [new status, e.g., "approved," "pending," "revoked"].

This change is a result of [briefly explain reason for status change, if applicable]. We believe this new status will [mention any expected impact or importance of the change].

Please ensure that all relevant parties are informed of this update and that any necessary adjustments are made to reflect the new status in your records.

If you require further information or have questions regarding this change, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]