

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

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

Dear [Recipient's Name],

Subject: Explanation of NQF Status

I hope this letter finds you well. I am writing to provide clarification regarding the National Qualifications Framework (NQF) status of [insert relevant qualification or course title].

[Provide a brief introduction explaining the purpose of the letter.

Include the specific qualification and its NQF rating.]

[Explain the current status of the qualification, including relevant dates, assessments, or any changes made. Provide context to help the recipient understand the situation.]

[If applicable, highlight any steps taken to resolve any issues or to maintain compliance with NQF standards.]

Please feel free to reach out if you require further information or clarification regarding this matter. Thank you for your attention to this issue.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]