

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

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

Dear [Recipient's Name],

Subject: Follow-Up on NQF Status

I hope this message finds you well. I am writing to follow up on the status of the National Qualifications Framework (NQF) application submitted on [submission date].

As it has been [duration since submission] since the submission, I would appreciate any updates you could provide regarding the review process and next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]