

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: NQF Status Submission

Dear [Recipient's Name],

We are writing to formally submit our request for NQF status for [specific program/initiative name]. Please find below the relevant details of our submission:

1. ****Program Name:**** [Program Name]

2. ****Submission Date:**** [Date of Submission]

3. ****Contact Information:****

- Name: [Your Name]

- Title: [Your Title]

- Email: [Your Email]

- Phone: [Your Phone Number]

4. ****Description of Program:****

[Brief description of the program, including objectives and scope]

5. ****Supporting Documentation:****

[List of documents included, e.g., program evaluation reports, data analysis]

We appreciate your consideration of our submission and look forward to your response. Please do not hesitate to contact us for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[Your Organization's Phone Number]

[Your Organization's Email Address]