

[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: Request for NQF Status

I hope this letter finds you well. I am writing to request an update regarding the status of my National Qualifications Framework (NQF) submission.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Submission: [Submission Date]
- Reference Number: [Reference Number]

I would greatly appreciate any information regarding the progress of my application and any further steps I may need to take.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]