

[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: Inquiry Regarding NQF Funding

I hope this letter finds you well. I am writing to inquire about the National Qualifications Framework (NQF) funding opportunities available for [specific purpose or project].

[Briefly introduce your organization or yourself and summarize the project or purpose for seeking funding.]

I would appreciate any information you can provide regarding:

1. Eligibility criteria for NQF funding.
2. Application process and deadlines.
3. Required documentation and support materials.
4. Any upcoming workshops or informational sessions regarding NQF funding.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]