

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Funding Organization's Name]  
[Funding Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for NQF Funding

I hope this letter finds you well. I am writing to formally request funding from [Funding Organization's Name] for our project, [Project Title], which aims to [briefly describe the purpose of the project]. The project aligns with the objectives of the National Qualifications Framework (NQF) by [explain how the project aligns with NQF goals]. With your support, we believe we can achieve [mention the expected outcomes and impacts of the project].

We have outlined our budget, project timeline, and goals in the attached proposal for your review. We are seeking a total amount of [specify funding amount] to successfully implement this initiative.

Thank you for considering our application. We look forward to the opportunity to discuss this project further and how it can contribute to [relevant sector or community].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Attachments: Proposal, Budget, etc.]