

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NQF Rating for [Program/Service Name]

We are pleased to inform you that [Your Organization's Name] has received an NQF (National Quality Forum) rating for our [specific program or service] effective [date]. This rating reflects our ongoing commitment to [briefly describe the purpose of your program/service and its importance].

The NQF rating process evaluates our efforts in [mention key areas evaluated by the NQF, e.g., quality of care, patient safety, performance measures], and we are proud to have achieved a rating of [insert specific rating].

The summary of our ratings and key findings include:

- [Finding or achievement #1]
- [Finding or achievement #2]
- [Finding or achievement #3]

We are dedicated to maintaining and improving our quality standards and appreciate the rigorous evaluation process developed by NQF. Your support helps us continue to provide high-quality services to our community.

Thank you for your continued partnership. If you have any questions regarding our NQF rating, please feel free to reach out to me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]