

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: NQF Rating for Program Evaluation

We are pleased to present the National Quality Forum (NQF) rating for the [Program Name] as part of our evaluation process. This letter outlines the key findings and overall assessment based on our evaluation criteria.

****Program Overview:****

- ****Program Name:**** [Insert Program Name]

- ****Objective:**** [Brief description of the program's objective]

- ****Duration:**** [Insert duration of the program]

- ****Target Population:**** [Describe target population]

****Evaluation Criteria:****

1. ****Effectiveness****

- [Summary of effectiveness findings]

2. ****Efficiency****

- [Summary of efficiency findings]

3. ****Sustainability****

- [Summary of sustainability findings]

****NQF Rating:****

Based on the evaluation, the NQF rating assigned to [Program Name] is [Insert NQF rating, e.g., High, Moderate, Low].

****Recommendations:****

- [List recommendations based on the evaluation results]

We appreciate your continued support and collaboration in enhancing the quality of our programs. Should you have any questions regarding this evaluation or the assigned NQF rating, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Organization's Address]