

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: QKA Updates

I hope this letter finds you well. We are reaching out to provide you with the latest updates regarding our Qualified Knowledge Assessment (QKA) program.

1. **Overview of Recent Changes**

- Briefly describe any changes to the QKA program, including objectives and scope.

2. **New Resources**

- List any new resources that have become available, such as training materials, guides, or tools that will support participants.

3. **Upcoming Events**

- Mention any upcoming workshops, webinars, or events related to the QKA program, including dates and registration details.

4. **Feedback and Support**

- Invite recipients to share their feedback or questions regarding the recent updates. Provide contact information for support.

5. **Next Steps**

- Outline any actionable items or steps that recipients should take going forward.

We appreciate your continued support and participation in the QKA program. Together, we can work towards achieving greater knowledge and excellence within our community.

Thank you for your attention to these updates. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]