

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

Subject: VQA Approval Letter

We are pleased to inform you that your application for the [Program/Service Name] under the Vocational Quality Assurance (VQA) framework has been approved.

Details of the approval are as follows:

- **Organization Name:** [Your Organization Name]
- **Program Name:** [Program/Service Name]
- **Approval Number:** [Approval Number]
- **Effective Date:** [Effective Date]
- **Expiration Date:** [Expiration Date]

Please ensure that you comply with all the necessary regulations and standards set forth by the VQA. We look forward to your continued success and commitment to providing quality vocational education.

Should you have any questions, please do not hesitate to reach out to us at [Contact Information].

Congratulations once again on your approval!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]