*To be copied onto the letterhead of* ***[QA Body Name / Acronym]*** or pasted into an e-mail message from the ***[QA Body Name / Acronym]*** CEO to the NLRD Director

Yvonne Shapiro

Director: National Learners’ Records Database (NLRD)

South African Qualifications Authority (SAQA)

yshapiro@saqa.org.za

Dear Ms Shapiro

**Permission to Forward *[QA Body Name / Acronym]*** **Data Submission to the QCTO**

***[QA Body Name / Acronym]*** has been pleased to receive the e-mail message dated {insert date of e-mail message} from the Data Loads Team stating, “We are happy to inform you that we have successfully loaded the following data files from your ETQA onto the NLRD database …”

On the basis of the latter message, ***[QA Body Name / Acronym]*** requests SAQA to transmit, to the Quality Council for Trades and Occupations (QCTO), a copy of the submission of those files that ***[QA Body Name / Acronym]*** made to SAQA.

Please respond to this communication, to confirm that the transmission has been completed and acknowledged by the QCTO.

Kind regards

***[Signature Block]***

cc Mr Vijayen Naidoo (QCTO), naidoo.v@qcto.org.za

NLRD Data Loads Team (SAQA), dataloads@saqa.org.za