

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Certification Board/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding CNA Certification Application Status

I hope this message finds you well. I am writing to inquire about the status of my Certified Nursing Assistant (CNA) certification application submitted on [submission date]. My application reference number is [reference number].

I understand that processing times may vary, but I would appreciate any updates you can provide regarding my application status. If further information or documentation is necessary, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]