

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Address of Certification Board/Agency]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the Certified Nursing Assistant (CNA) certification process.

I am interested in pursuing this certification and would appreciate any information you could provide regarding the following:

1. **\*\*Eligibility Requirements\*\***
2. **\*\*Application Process\*\***
3. **\*\*Examination Details\*\***
4. **\*\*Study Materials and Resources\*\***
5. **\*\*Cost of Certification\*\***
6. **\*\*Renewal Procedures\*\***

I am eager to ensure that I meet all necessary requirements and follow the correct procedures to achieve CNA certification.

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

Sincerely,  
[Your Name]