

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding the Certified Nursing Assistant (CNA) certification process. I am interested in pursuing my CNA certification and would like to understand the necessary steps involved, including any prerequisites, the application process, and relevant deadlines.

Furthermore, I would appreciate any additional resources or recommendations for training programs in [Your Location] that would help me prepare for the certification exam.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]