

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

Dear [Recipient Name],

I am writing to submit my application for the Certified Nursing Assistant (CNA) certification as required by [specify institution/organization, if applicable]. Enclosed, please find the necessary documentation, including my completed application form, proof of training, and any other required materials.

I am eager to advance my career in healthcare and believe that obtaining my CNA certification is a crucial step in achieving my goals. I have completed [mention any relevant training or coursework] and have gained valuable experience in the field.

Should you need any further information or clarification, please do not hesitate to contact me at the phone number or email address listed above. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]