

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

Dear [Recipient's Name],

I am writing to express my intent to pursue the Certified Nursing Assistant (CNA) certification through [specific program or institution name]. I am passionate about providing quality healthcare and am eager to enhance my skills and knowledge in the nursing field.

My background includes [briefly describe relevant experience, education, or motivation]. I believe that obtaining the CNA certification will equip me with the necessary tools to make a positive impact in patient care.

I am committed to completing the requirements of the program and am enthusiastic about the opportunity to learn from experienced professionals in a structured environment.

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]