

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Certification Authority's Name]  
[Certification Authority's Address]  
[City, State, ZIP Code]

Dear [Certification Authority's Name or Title],  
I am writing to formally request consideration for my eligibility for Certified Nursing Assistant (CNA) certification.  
I have completed a state-approved training program at [Name of Training Program/Institution] on [Completion Date], where I acquired essential skills and knowledge relevant to the field of nursing assistance. I have attached my transcripts and a copy of my training program completion certificate as proof of my educational qualifications.  
In addition, I have undergone a background check and met all prerequisites detailed in the certification guidelines.  
I appreciate your time and attention to my application, and I look forward to your prompt response.  
Thank you for considering my request.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]