

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

Dear [Recipient's Name],

Subject: Appeal for CNA Certification

I hope this letter finds you well. I am writing to formally appeal the decision regarding my Certified Nursing Assistant (CNA) certification application, which was denied on [Date of Denial].

[Briefly explain the circumstances surrounding the denial and your reasons for appeal. Include any relevant details or supporting evidence.]

I respectfully request a reevaluation of my application based on the points outlined above. I believe that a reconsideration will demonstrate my qualifications and commitment to becoming a certified nursing assistant.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Certification/Application Number] (if applicable)