

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

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

Dear [Recipient Name],

Subject: Preparation for CNA Certification Exam

I hope this letter finds you well. I am writing to seek guidance and resources to prepare for the Certified Nursing Assistant (CNA) certification exam. As I progress in my studies, I aim to ensure that I am fully equipped with the necessary skills and knowledge to succeed. To effectively prepare, I would appreciate any recommendations you may have regarding study materials, online courses, practice exams, and other resources that could assist me in my preparation. Additionally, if there are workshops or review sessions available in the upcoming months, I would love to participate.

Thank you for your assistance and support as I take this crucial step in my career. I look forward to your response.

Sincerely,

[Your Name]  
[Your CNA Program Name]