

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

Dear [Recipient Name],

I am writing to request verification of my Certified Nursing Assistant (CNA) certification. I am in the process of [briefly explain purpose, e.g., applying for a job, transferring certification, etc.], and I need official confirmation of my CNA status.

Here are the details of my certification:

- Full Name: [Your Full Name]
- Certification Number: [Your Certification Number]
- Date of Birth: [Your Date of Birth]

Please send the verification to my email address at [Your Email Address] or to my current address as listed above. If there is a fee for this verification, please let me know, and I will arrange for payment promptly.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]