

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Certification Body/Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address a concern regarding my CNA certification. My full name is [Your Full Name], and my certification number is [Your Certification Number].

[Briefly explain the issue with your certification, such as delays, errors, or other concerns. Include any relevant details or dates.]

I would appreciate your assistance in resolving this matter as soon as possible. Please let me know if you require any additional information or documentation from my side.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

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