

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

Dear [Recipient's Name],

I am writing to formally request the endorsement of my Certified Nursing Assistant (CNA) certification. I am a dedicated healthcare professional with a strong commitment to providing high-quality patient care.

I completed my CNA training at [Training Institution Name] on [Completion Date], where I acquired essential skills in patient assistance, monitoring vital signs, and supporting the nursing staff. My certification number is [Certification Number], and I have maintained an active and clean standing throughout my career.

In my previous role at [Previous Employer's Name], I successfully [briefly describe relevant experience or accomplishments]. This experience has not only honed my skills but also solidified my passion for the nursing field.

I aim to further my career by obtaining CNA certification endorsement in [State/Region of Endorsement] and am therefore kindly asking for your assistance in processing my application. I am including all necessary documentation, including:

1. Copy of my current CNA certification
2. Proof of completed training and clinical hours
3. [Any other required documents]

Thank you for considering my request. I am eager to contribute positively to the healthcare community in [State/Region of Endorsement]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any more information.

Sincerely,

[Your Name]
[CNA Certification Number]
[State/Region of Endorsement]