

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

Dear [Recipient's Name],

I am writing to formally apply for the Certified Nursing Assistant (CNA) certification. I recently completed my training program at [Training Institution Name] and have gained the necessary skills and knowledge required for this certification.

Throughout my training, I have developed a strong foundation in patient care, including essential skills such as [list specific skills, e.g., taking vital signs, assisting with daily activities, communication with patients]. I am passionate about providing compassionate care and am committed to upholding the highest standards of professionalism in the healthcare field.

I have enclosed my application form, proof of training completion, and required documents for your review. I am eager to contribute to [specific facility or organization you wish to work with] and make a positive impact on the lives of patients.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]