

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[State Nursing Board Name]
[Board Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for CNA License Endorsement

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request the endorsement of my Certified Nursing Assistant (CNA) license from [Initial State] to [New State].

I hold a valid CNA license issued by [Initial State] under license number [License Number], which I obtained on [Date of Issue]. I have maintained my certification in good standing and have attached copies of my license, proof of my training, and any relevant continuing education documentation.

I am planning to relocate to [New State] and would greatly appreciate your assistance in the endorsement process. Please let me know if there are additional forms or fees required to complete this endorsement request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]