

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding CNA License Status

I hope this message finds you well. I am writing to inquire about the status of my Certified Nursing Assistant (CNA) license application submitted on [submission date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- License Application Number: [Your Application Number]

I would appreciate any updates regarding my application status or any additional information required on my part to facilitate this process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]