

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an overview of the requirements needed to obtain a Certified Nursing Assistant (CNA) license in [State].

To become a CNA, candidates must meet the following criteria:

1. **\*\*Age Requirement\*\***: Candidates must be at least [age] years old.
2. **\*\*Education\*\***: A high school diploma or GED is required.
3. **\*\*Training Program\*\***: Completion of a state-approved CNA training program, which consists of at least [number] hours of classroom instruction and [number] hours of clinical practice.
4. **\*\*Background Check\*\***: A criminal background check must be conducted, and any felonies may affect eligibility.
5. **\*\*Certification Exam\*\***: Passing the state certification exam, which includes a written portion and a skill demonstration.
6. **\*\*Application Submission\*\***: Applicants must submit a completed application along with any required fees to the [relevant state board/agency].

I hope this summary provides clarity on the CNA licensing process. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]