

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

Dear [Recipient's Name],

I am writing to formally apply for my Certified Nursing Assistant (CNA) licensure. I have completed the necessary training program and met all requirements as outlined by the [State Board of Nursing/Relevant Licensing Authority].

[Briefly describe your training and experience, including the name of the training program, dates attended, and any relevant skills or achievements.]

Enclosed, you will find copies of my training certificates, identification, and any other required documents.

I appreciate your consideration of my application and look forward to the opportunity to contribute to the nursing profession.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: List any documents you are including]