

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the certification status of [CNA's Name], who was certified as a Certified Nursing Assistant (CNA) by [Certifying Authority/Organization] on [Certification Date].

[CNA's Name] has completed all necessary requirements for certification, including training and exams, and is in good standing. Their certification number is [Certification Number].

Should you require any further information or have any questions regarding this verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]