

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

Dear [Recipient Name],

I am writing to formally request the processing of my Certified Nursing Assistant (CNA) certification. I have successfully completed my training program at [Training Program Name] on [Completion Date] and am eager to pursue certification to enhance my career in healthcare.

Enclosed with this request, I have included the following documents for your review:

- Completed application form
- Copy of my training program completion certificate
- Proof of identification
- Payment for the certification fee

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]