

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[State Board of Nursing]
[Board Address]
[City, State, Zip Code]

Dear [Board Member's Name or "To Whom It May Concern"],

Subject: Application for CNA License

I hope this letter finds you well. I am writing to formally submit my application for a Certified Nursing Assistant (CNA) license in [State]. I have completed the required training program and am eager to begin my career in healthcare.

Enclosed with this letter are the necessary documents, including:

1. Completed application form
2. Proof of completed CNA training
3. Background check results
4. Payment for licensing fees

I appreciate your consideration of my application. Please let me know if any additional information or documentation is needed. I look forward to the opportunity to contribute to patient care in our community.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your CNA Training Program Name]