

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Name of the Licensing Board or Agency]
[Address of the Licensing Board or Agency]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a Certified Nursing Assistant (CNA) license in [State]. I have successfully completed my CNA training program at [Name of Training Program/School] and have obtained the necessary skills and knowledge required for this profession.

Enclosed with this letter are the following documents for your review:

1. Completed application form
2. Copy of my training certification
3. Proof of [any required background checks]
4. [Any additional documents required by the licensing board]

I am eager to contribute to the healthcare field and provide quality care to patients as a CNA. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]