

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my desire to obtain my Certified Nursing Assistant (CNA) license and to provide you with the necessary information regarding my qualifications and background.

Having completed my CNA training at [Name of Training Program/School] on [Date of Completion], I have developed the essential skills required for providing compassionate and effective care to patients. I am passionate about making a positive impact in the healthcare field and am eager to contribute to the well-being of those I serve.

Throughout my training, I gained hands-on experience in various healthcare settings, including [mention any relevant clinical experiences or internships]. I am proficient in vital sign monitoring, patient hygiene assistance, and basic medical procedures. Furthermore, I have a strong commitment to maintaining patient dignity and privacy while delivering care.

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

1. A copy of my CNA training completion certificate
2. My completed application for the CNA license
3. [Any additional required documents, e.g., background check, references]

I appreciate your time and consideration in processing my application. Should you require any further information or have any questions, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for the opportunity to further my career in healthcare. I look forward to hearing from you soon.

Sincerely,
[Your Name]