

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

Dear [Recipient Name],

I am writing to formally apply for the Certified Nursing Assistant (CNA) certification. I have completed the necessary training and coursework and am eager to demonstrate my proficiency in providing quality care to patients.

Throughout my training at [Training Institution/School Name], I have acquired essential skills in patient care, basic nursing procedures, and communication in a healthcare setting. I am committed to upholding the highest standards of patient care and am passionate about making a positive impact in the lives of those I serve.

Enclosed you will find my completed application, along with the required documentation, including my training transcripts and proof of clinical hours. I appreciate your consideration of my application and look forward to the opportunity to contribute to the healthcare community as a certified nursing assistant.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]