

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[License Renewal Board/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my Certified Nursing Assistant (CNA) license, which is set to expire on [expiration date]. My license number is [license number].

I have completed the required continuing education hours and have attached the necessary documentation as proof of my ongoing professional development. Additionally, I have attached a copy of my current CNA license and any other required forms.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your assistance.

Sincerely,

[Your Name]
[Your CNA License Number]