

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the renewal process for my Certified Nursing Assistant (CNA) license, which is set to expire on [expiration date].

I would appreciate any information regarding the steps I need to take to successfully renew my license, including any required documentation, fees, and deadlines. Additionally, if there are any continuing education requirements or courses that I need to complete, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[CNA License Number]