

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[License Renewal Department]
[State Nurse Aide Registry]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: CNA License Renewal Notification

I hope this letter finds you well. I am writing to formally notify you of my intention to renew my Certified Nursing Assistant (CNA) license, which is set to expire on [Expiration Date].

I have completed the required continuing education hours and I am attaching the necessary documentation to support my renewal application. These documents include:

1. Proof of Continuing Education
2. Copy of Current CNA License
3. Any other required paperwork

Please let me know if there are any additional steps or fees needed for the renewal process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your CNA License Number]