

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

Dear [Recipient Name],

I am writing to submit my application for renewal of my Certified Nursing Assistant (CNA) credential. As per the requirements, I have completed the necessary continuing education hours and relevant training to maintain my certification.

Enclosed with this letter, you will find:

1. Proof of completed continuing education courses (certificate/transcripts).
2. A copy of my current CNA certification.
3. Any required fees or forms as specified by your organization.

I appreciate your assistance in processing my renewal application. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your CNA Certification Number]