

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Office]  
[State Certification Board/Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of Certified Nursing Assistant License

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].

In compliance with the renewal requirements, I have completed the necessary continuing education credits and have attached copies of my course certificates for your review. I have also included the renewal application form and the applicable fee.

I appreciate your attention to this matter and look forward to your prompt response regarding the renewal of my CNA license. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]