

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Licensing 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 all required continuing education courses and have maintained my skills in adherence to the state guidelines. Enclosed with this letter are copies of my continuing education certificates and any necessary documentation required for the renewal process.

Please let me know if you require any additional information or if there are any further steps I need to complete. I appreciate your assistance in this matter and look forward to your prompt attention to my renewal request.

Thank you for your time.

Sincerely,

[Your Name]