

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

Dear [Recipient Name],

I am writing to request verification of the renewal status of my Certified Nursing Assistant (CNA) license. My full name is [Your Full Name], and my license number is [Your License Number].

I would appreciate it if you could confirm whether my license renewal has been processed and its current validity status.

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

Sincerely,
[Your Name]