

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the Certified Nursing Assistant Training Program at [Institution Name], which will commence on [Start Date].

Congratulations on this achievement! We are excited to have you join our program and embark on this rewarding career path.

Please find enclosed further information regarding the program schedule, required materials, and orientation details. If you have any questions, feel free to contact us at [Institution Phone Number] or [Institution Email Address].

Welcome aboard, and we look forward to seeing you on [Orientation Date]!

Best regards,

[Your Name]  
[Your Title]  
[Institution Name]