

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

[Recipient's Name]  
[Institution's Name]  
[Institution's 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 (CNA) training program at [Institution's Name]. We were impressed by your application and believe you will benefit greatly from our course.

Your classes will begin on [Start Date] and will be held on [Days of the Week]. Orientation is scheduled for [Orientation Date] at [Time]. Please arrive at least 15 minutes early to complete the necessary paperwork.

To secure your spot, please confirm your acceptance by [Confirmation Deadline] and submit the required deposit of [Deposit Amount].

We look forward to welcoming you to our program and helping you achieve your goals in the healthcare field.

Sincerely,

[Your Name]  
[Your Title]  
[Institution's Name]  
[Institution's Contact Information]