

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

Dear [Recipient Name],

I am writing to formally accept my admission into the Certified Nursing Assistant (CNA) training program at [Institution Name] for the upcoming term starting on [Start Date].

I am excited about the opportunity to further my education and training in the nursing field. I believe that this program will equip me with the necessary skills and knowledge to provide quality care to patients.

Please find enclosed the required documents and my tuition deposit as per the admission instructions. I look forward to starting classes and participating in the orientation on [Orientation Date].

Thank you for this opportunity.

Sincerely,
[Your Name]