

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) training program at [Institution/Organization Name]. With a passion for providing compassionate care and a strong commitment to helping others, I believe that this program will equip me with the necessary skills to excel in the healthcare field.

Having volunteered at [relevant experience or organization], I have gained invaluable insights into patient care and the importance of empathy in a healthcare setting. I am eager to expand my knowledge and skills through your esteemed training program, which is renowned for its comprehensive curriculum and hands-on approach.

I am particularly drawn to [specific aspect of the program or institution], and I am excited about the possibility of learning from experienced instructors who are dedicated to student success. My goal is to become a certified nursing assistant and contribute positively to my community by providing high-quality care to patients in need.

Thank you for considering my application. I look forward to the opportunity to discuss my application further and to learn more about the CNA training program at [Institution/Organization Name].

Sincerely,  
[Your Name]