

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the Certified Nursing Assistant (CNA) training program offered at [Institution/Training Program Name].

I am interested in learning more about the following aspects of the program:

1. Program duration and schedule
2. Course curriculum and clinical training opportunities
3. Admission requirements and application process
4. Tuition fees and available financial aid options
5. Certification exam preparation and pass rates

I appreciate any information you can provide and would be grateful if you could send me a brochure or any relevant materials. I am eager to start my career in healthcare and would love to learn more about how your program can help me achieve my goals.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]