

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

Dear [Recipient Name],

I am writing to formally express my interest in enrolling in the Certified Nursing Assistant (CNA) training program at [Training Institution Name]. I am eager to pursue a career in healthcare and believe that your program will provide the necessary skills and knowledge I need to succeed.

I have researched various training options and am particularly impressed with [specific aspects of the program]. I am passionate about helping others and am committed to providing high-quality patient care. Please let me know the steps I need to take to complete my enrollment and if any additional information is required. I look forward to the opportunity to further my education and training in this essential field. Thank you for considering my application.

Sincerely,
[Your Name]