

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

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in enrolling in the Certified Nursing Assistant (CNA) training program offered by [Organization's Name]. As someone who is passionate about providing quality healthcare and support to those in need, I believe that obtaining my CNA certification will enable me to further my career in the nursing field.

I have a strong background in [related experience or education], which has prepared me for the responsibilities of a CNA. I am particularly drawn to this program because of [specific reason related to the program, such as its reputation, curriculum, or instructors].

I am eager to learn the necessary skills and knowledge to excel as a CNA and to contribute positively to patient care. I would appreciate any information regarding the enrollment process, course schedule, and any prerequisites needed for the program.

Thank you for considering my request. I look forward to the opportunity to further discuss my interest in the CNA training program. Please feel free to contact me at your earliest convenience.

Sincerely,  
[Your Name]