

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding the Certified Nursing Assistant (CNA) training program offered at [Institution/Organization Name].

I am very interested in pursuing a career in healthcare, and I believe that obtaining my CNA certification is a crucial step in my journey. I would appreciate any updates you may have regarding program availability, application processes, or any upcoming information sessions.

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

Sincerely,
[Your Name]