

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

Dear [Recipient Name],  
I am writing to express my interest in the Certified Nursing Assistant (CNA) training program offered at [Institution Name]. As someone passionate about providing quality patient care and support, I believe this program will equip me with the skills and knowledge necessary to excel in the healthcare field.  
I have always been intrigued by the role of CNAs in supporting patients and assisting medical staff. I am eager to learn about essential patient care techniques, communication skills, and the ethical responsibilities that come with being a healthcare provider.  
I am particularly drawn to [specific aspect of the program, e.g., hands-on training, experienced instructors, etc.], and I am excited about the opportunity to contribute to [specific description about the institution, e.g., community service, healthcare quality, etc.].  
Thank you for considering my application. I look forward to the opportunity to join the training program and develop my skills as a future CNA.

Sincerely,  
[Your Name]

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

Dear [Recipient Name],  
I am writing to inquire about the upcoming Certified Nursing Assistant (CNA) training program at [Institution Name]. I am eager to take the first step toward a rewarding career in healthcare and would appreciate any information regarding enrollment procedures, program dates, and prerequisites.  
My background includes [briefly describe any relevant experience, such as volunteer work, previous healthcare roles, etc.], which has fueled my desire to improve my skills and serve others in a healthcare setting.  
Thank you for your assistance, and I look forward to your response.

Warm regards,  
[Your Name]