

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request certification for EKG interpretation as part of my continued professional development and commitment to providing quality patient care.

I have completed the necessary training program and successfully met the requirements outlined in our curriculum. I believe that obtaining this certification will enhance my skills and improve my contributions within our [department/team].

Please let me know if there are any additional documents or information required to process my request. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Your Department/Organization]