

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request certification in Electrocardiography (EKG) as part of my professional development and commitment to providing quality patient care.

I have completed the required coursework and practical training, and I am eager to demonstrate my knowledge and skills through the certification process. I believe that obtaining this certification will not only enhance my professional qualifications but also better serve the needs of my patients and the healthcare team.

Enclosed with this letter are copies of my course completion certificates and any necessary documentation required for the certification application. I appreciate your attention to this matter and look forward to your guidance on the next steps.

Thank you for considering my request. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]