

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a Nursing Assistant with [X years] of experience at [Current Workplace/Facility Name]. I am writing to express my strong interest in transitioning to a Licensed Practical Nurse (LPN) position and share my development journey and aspirations within the nursing profession. Throughout my time as a Nursing Assistant, I have gained invaluable experience providing compassionate care to patients, assisting nurses with daily activities, and ensuring the comfort and safety of those in my care. My interactions with patients and their families have taught me the importance of effective communication and building strong rapport, which I believe is crucial in the nursing profession.

To further my skills and knowledge, I have enrolled in an LPN program at [School/Institution Name], which I am excited to begin on [Start Date]. This program will allow me to develop clinical skills, enhance my understanding of pharmacology, and deepen my ability to provide patient-centered care. My goal is to acquire the training necessary to take on more responsibilities in patient care and to support registered nurses in delivering high-quality health services.

I am particularly drawn to [Specific Area/Population in Nursing you are interested in], and I believe that transitioning to an LPN role will allow me to make a more significant impact in this area. I am eager to bring my dedication, strong work ethic, and enthusiasm for learning to your team.

I would appreciate the opportunity to discuss my transition further and explore how my background as a Nursing Assistant can contribute to the success of your nursing team. Thank you for considering my application. I look forward to the possibility of discussing this exciting next step in my nursing career.

Sincerely,  
[Your Name]