

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

Dear [Recipient's Name],

I am writing to express my interest in the Licensed Practical Nurse (LPN) program offered at [Institution/Organization Name]. With a strong commitment to patient care and a desire to enhance my nursing skills, I believe that this program will provide me with the necessary foundation to excel in the healthcare field.

My background includes [briefly describe your relevant experience, education, or skills related to nursing]. I have developed a passion for helping others, and I am eager to further my education and become a skilled LPN.

I am particularly drawn to [mention any specific aspect of the program or institution that interests you], and I am excited about the opportunity to learn from experienced instructors and collaborate with fellow aspiring nurses.

Enclosed are my application materials, including [list any documents you are including, such as transcripts, recommendation letters, or a resume]. I look forward to the possibility of discussing my application in more detail and the opportunity to contribute to the nursing community at [Institution/Organization Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]