

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

Dear [Recipient Name],

I am writing to submit my application for a nursing license in the state of [State Name]. I have completed my nursing education at [Nursing School Name] and have met all the necessary requirements to be eligible for licensure.

Throughout my training, I have developed strong clinical skills and a deep commitment to patient care. My education has provided me with a comprehensive understanding of nursing principles, ethics, and practices, which I am eager to apply in my professional career.

Included with this letter are the required documents:

- Completed application form
- Official transcripts from [Nursing School Name]
- Proof of completion of the NCLEX-RN exam
- [Any additional documents required by the board]

I am looking forward to the opportunity to contribute to the healthcare community and uphold the standards of practice set by the [State Nursing Board Name]. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]