

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to address some issues I encountered during my application process for the Licensed Practical Nurse (LPN) position at

[Hospital/Organization Name].

[Briefly describe the specific issues you experienced, such as incomplete application materials, problems with online submission, etc.]

I appreciate your attention to this matter and would be grateful for any guidance you could provide to help resolve these issues.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]