

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

Dear [Recipient Name],

I am writing to formally apply for my Licensed Practical Nurse (LPN) license in [State]. I have completed my nursing education at [Name of Nursing School] and have fulfilled all the necessary requirements as outlined by the [State Licensing Board/Organization].

Enclosed with this letter, you will find the following documents:

1. A completed application form
2. A copy of my nursing school transcripts
3. Proof of completion of the required clinical hours
4. [Any other required documents, such as proof of passing the NCLEX-PN]

I appreciate your attention to my application and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]