

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

Dear [Recipient Name],

I am writing to formally submit my initial application for the Licensed Practical Nurse (LPN) program at [Institution Name]. I am eager to pursue my passion for nursing and am excited about the opportunity to develop my skills and knowledge in a supportive and dynamic environment.

I have [briefly explain relevant experience, education, or motivation for becoming an LPN]. I believe that the hands-on training and comprehensive curriculum at [Institution Name] will provide me with the foundation needed to excel in this field.

Enclosed are my application materials, including [list any enclosed documents, such as transcripts, letters of recommendation, etc.]. I am looking forward to the possibility of discussing my application further. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]