

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

Dear [Recipient Name],

Subject: Application for LPN License

I hope this letter finds you well. I am writing to formally submit my application for a Licensed Practical Nurse (LPN) license in [State]. I have completed my nursing education at [Name of Nursing School], graduating on [Graduation Date] with a comprehensive understanding of nursing principles and practices. I have also successfully passed the NCLEX-PN examination, with a passing date of [Exam Date], which has further solidified my qualifications for licensure.

Enclosed with this letter are the necessary documents required for my application, including:

- Completed application form
- Proof of nursing education
- NCLEX-PN pass results
- Background check documentation
- Any additional requirements as stipulated by the board

I am passionate about providing high-quality patient care and am eager to begin my professional journey as an LPN in [State]. I appreciate your consideration of my application and look forward to the opportunity to officially join the nursing community.

Thank you for your time and assistance. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]