

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

Dear [Recipient's Name],

I am writing to formally apply for my Licensed Practical Nurse (LPN) licensure. I have recently completed my nursing program at [School Name] and have successfully passed the NCLEX-PN examination.

During my training, I gained valuable experience in various clinical settings, including [mention specific areas or facilities, if applicable]. My commitment to patient care, combined with my strong technical skills, has equipped me to handle the challenges of this rewarding profession.

I am eager to contribute to the healthcare community and uphold the ethical standards of the nursing profession. I have attached all necessary documentation, including my exam results, transcripts, and proof of clinical hours.

Thank you for considering my application. I look forward to your positive response and the opportunity to further discuss my qualifications.

Sincerely,
[Your Name]