

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

Dear [Recipient Name],

I am writing to formally apply for my Licensed Practical Nurse (LPN) license in [State/Region]. I have completed my education and training at [Name of Nursing School/Program], where I received my [Degree or Certification] and gained extensive hands-on experience in various clinical settings.

Throughout my training, I have developed the essential skills and knowledge required to provide quality patient care. I have successfully completed coursework in [relevant subjects], and I have passed the NCLEX-PN examination on [Date of Examination] with a score of [Your Score].

Enclosed with this letter are the following documents to support my application:

1. Completed application form.
2. Official transcripts from [Nursing School Name].
3. Copy of my NCLEX-PN results.
4. [Any additional documents required by the board].

I am eager to contribute my skills and compassion to the nursing profession and am committed to upholding the standards of practice set forth by the [State] Board of Nursing.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]
[License Application Number (if applicable)]