

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

Dear [Recipient Name],

I am writing to express my interest in applying for the Licensed Vocational Nurse (LVN) program at [Institution Name]. With a background in [briefly describe your relevant background or experience], I am eager to enhance my skills and contribute to the nursing field.

I am particularly drawn to [mention specific aspects of the program or institution that attract you], and I believe that this program will provide the essential training I need to succeed as a compassionate and skilled nurse.

Enclosed are my application, transcripts, and letters of recommendation for your review. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]