

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office/Program Coordinator's Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Admissions Office/Program Coordinator's Name],
I am writing to inquire about the requirements for the Licensed Vocational Nurse (LVN) program at [Institution Name]. I am keenly interested in pursuing a career in nursing and would like to ensure that I meet all necessary criteria for admission. Could you please provide me with detailed information regarding the following:

1. ****Prerequisites****: Any specific courses or qualifications needed before applying.
2. ****Application Process****: The steps involved in the application, including deadlines.
3. ****Required Documents****: A list of documents I need to submit along with my application.
4. ****Entrance Exams****: Information on any entrance exams that must be taken.
5. ****Clinical Requirements****: Any clinical hours or experiences required prior to program entry.
6. ****Financial Aid Options****: Information on scholarships or financial aid available for LVN students.

Thank you for your time and assistance. I am looking forward to your prompt response so that I can prepare my application accordingly.

Sincerely,
[Your Name]