

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name],

Subject: Confirmation of Application for LVN Program

I am writing to confirm receipt of my application for the Licensed Vocational Nurse (LVN) program at [School Name]. I submitted my application on [Date of Submission] and have ensured that all required documents, including [list any required documents, e.g., transcripts, recommendation letters], were included.

I appreciate the opportunity to apply to your esteemed program and look forward to the possibility of contributing to the [School Name] community. Please do not hesitate to contact me if you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]