

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am interested in pursuing my education in the Licensed Vocational Nurse (LVN) program at [Institution Name].

I would greatly appreciate it if you could provide me with detailed information regarding the LVN program, including admission requirements, curriculum, financial aid options, and any upcoming information sessions. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]