

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance with my application for the NNP (Nurse Practitioner - Neonatal) program at [Institution Name].

As I prepare my application, I would greatly appreciate any guidance or advice you could provide regarding [specific areas of assistance, e.g., application materials, program insights, etc.]. Your expertise and experience in the field would be invaluable to me during this process. Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]