

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding the Nurse Practitioner (NNP) application process. I am interested in pursuing this opportunity and would greatly appreciate any details you could provide about the application requirements, deadlines, and any other pertinent information.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]