

[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 formally submit my application for the Neonatal Nurse Practitioner (NNP) certification. Attached to this letter, you will find all necessary documents as required by the certification guidelines.

Included in my submission are the following:

1. Completed application form
2. Official transcripts from [Name of Nursing School]
3. Proof of clinical hours
4. Letters of recommendation
5. [Any additional documents required]

I have worked diligently to meet all the criteria set forth for the NNP certification and am excited about the opportunity to further my career in neonatal nursing.

Thank you for considering my application. Please do not hesitate to contact me if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Credentials or Title (if applicable)]