

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

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

Dear [Recipient's Name],

Subject: NNP Certification Documentation

I am writing to formally provide the necessary documentation for the Neonatal Nurse Practitioner (NNP) certification for [Name of the Individual] who has successfully completed all requirements set forth by the certification board.

Enclosed you will find the following documents:

1. Copy of the NNP certification
2. Proof of clinical hours
3. Academic transcripts
4. Completion certificates for all required courses

Should you require any further information or additional documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]