

[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 follow up on my application for the NNP certification, submitted on [application submission date]. I am eager to learn about the status of my application and any additional information that may be required from my side.

I understand that the certification process can be extensive, and I appreciate the effort that goes into reviewing each application. If there are any updates or if further documentation is needed, please let me know, and I will be happy to provide it promptly.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Credentials/Title, if applicable]