

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

[Date]  
[Recipient's Name]  
[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 request certification as a Neonatal Nurse Practitioner (NNP). As a dedicated nursing professional, I am eager to advance my career and contribute to the field of neonatal care.

I have completed [mention any relevant education, such as a Master's in Nursing], and I have accrued [number] years of clinical experience in neonatal care at [mention any relevant healthcare facilities or positions]. Throughout my career, I have demonstrated a commitment to providing high-quality care to our most vulnerable patients.

I am currently in compliance with all certification requirements and have attached the necessary documents for your review, including [list any required documents such as transcripts or verification of clinical hours].

Thank you for considering my request. I look forward to your prompt response regarding the next steps in the certification process.

Sincerely,

[Your Name]  
[Your Credentials]