

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Certification Board/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the Neonatal Nurse Practitioner (NNP) certification. I am eager to demonstrate my qualifications and commitment to providing high-quality care to neonates and their families.

I have completed my [degree program] from [University Name] on [Graduation Date], and I am currently working at [Current Institution or Hospital Name] as [Your Job Title]. My experience includes [briefly describe relevant experience, e.g., working in a NICU, specific clinical skills, etc.].

Enclosed with this letter are my completed application form, official transcripts, proof of clinical hours, and any other required documents as specified by the certification guidelines.

Thank you for considering my application. I look forward to the opportunity to contribute to the field of neonatal care as a certified NNP.

Sincerely,
[Your Name]