

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[School/University Name]  
[School Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in applying for the Nurse Practitioner (NP) program at [School/University Name] for the [specific term/semester, e.g., Fall 2024] intake. I have reviewed the entry requirements outlined on your website and am eager to ensure that my application meets all necessary criteria.

I hold a [Degree, e.g., Bachelor of Science in Nursing] from [Your Undergraduate Institution] and have [relevant experience, e.g., two years of clinical nursing experience in a hospital setting]. My goal is to specialize in [specific NP focus, e.g., Family Health, Adult Gerontology], and I am particularly drawn to your program due to [specific reasons related to the program, faculty, or curriculum]. To fulfill the entry requirements, I have completed the following:

1. Official transcripts from [undergraduate institution].
2. Proof of [specific certification, e.g., RN licensure].
3. [Number] letters of recommendation from [indicate who they are].
4. A personal statement detailing my motivation and career goals in nursing.

I have also included my resume for your review. Should there be any additional materials or information required, please do not hesitate to contact me.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy for the NP program.

Sincerely,  
[Your Name]