

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[State Board of Nursing]
[Board Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a Nurse Practitioner (NP) license in [State]. I have completed my Master of Science in Nursing degree from [University Name] in [Year] and have successfully passed the [Certification Exam Name] with a score of [Score] on [Date].

Enclosed with this letter are the required documents, including my transcripts, proof of certification, and my clinical experience documentation. I have completed [Number] hours of clinical practice under the supervision of licensed nurse practitioners and physicians.

I am eager to contribute to the healthcare community in [State] and provide quality patient care as a Nurse Practitioner. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Credentials]