

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

Dear [Recipient Name],

I am writing to formally request a certification letter for my Nurse Practitioner (NP) credentialing. I am currently in the process of [reason for the request, e.g., applying for a new position, renewing my license, etc.], and this letter is a vital component of my application.

Here are the details needed for the certification:

- Full name: [Your Full Name]
- NP License Number: [Your NP License Number]
- Date of Graduation: [Your Graduation Date]
- Program: [Name of the NP Program]

I kindly ask that the certification include the following information:

1. Confirmation of my graduation from [Institution Name]
2. Date of completion of my NP program
3. Current standing of my NP license

If possible, I would greatly appreciate it if you could provide the letter by [specific date] to ensure I meet my application deadlines.

Thank you for your attention to this matter. If you have any questions or require additional information, please feel free to contact me at [your phone number or email address].

Sincerely,

[Your Name]
[Your NP License Number, if applicable]