

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

Dear [Recipient Name],

I am writing to formally apply for certification as an ultrasound technician. I have completed the necessary education and training as outlined in your certification requirements and am eager to demonstrate my skills and knowledge in this field.

Enclosed with this letter are the following documents:

1. Completed application form
2. Proof of educational qualifications
3. Clinical experience verification
4. Payment for application fee

I am committed to upholding the standards of [Certifying Organization Name] and look forward to the opportunity to contribute to the healthcare community as a certified ultrasound technician.

Thank you for considering my application. I am looking forward to your prompt response.

Sincerely,

[Your Name]