

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

[Recipient Name]  
[Title/Position]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for the Licensed Vocational Nurse (LVN) program at [Institution Name]. I have always been passionate about healthcare and helping others, and I believe that becoming an LVN will allow me to make a meaningful impact in the lives of patients.

I have [briefly describe your relevant education, experience, or qualifications]. Through these experiences, I have developed strong [mention skills related to nursing, such as communication, critical thinking, and empathy] that I believe will serve me well in this program.

I am particularly drawn to [mention specific aspects of the program or institution that appeal to you], and I am eager to contribute to the community at [Institution Name]. I am committed to furthering my education and skills in nursing, and I believe that your program aligns perfectly with my career goals.

Thank you for considering my application. I look forward to the opportunity to discuss my intent further and to bring my passion for nursing to [Institution Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]