

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

Dear [Recipient Name],

I am writing to express my interest in the Licensed Vocational Nurse (LVN) program at [Institution Name]. With a passion for providing quality patient care and a strong commitment to the nursing profession, I believe that this program aligns perfectly with my career goals and aspirations. [Paragraph about your background, education, and experiences relevant to nursing. Mention any volunteer work, clinical experience, or certifications.]

I am particularly drawn to [specific aspects of the program or institution you find appealing], and I am eager to contribute my skills and dedication to patient care while furthering my education under the guidance of your esteemed faculty.

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

Sincerely,  
[Your Name]