

123 Student Address
Lodi, New Jersey 07644

[Current Date]

Dr. Elizabeth Zweighaft
Associate Dean
Felician College
262 South Main Street
Lodi, New Jersey 07644

Dear Dr. Zweighaft,

I am writing to inform you that I have successfully completed all course work for the baccalaureate degree as required by Felician College and have passed the Exit Exam. In addition, I have recently completed the Rutgers NCLEX Review Course as evidenced by the attached letter. I am requesting that you forward a letter to the New Jersey Board of Nursing stating my eligibility for NCLEX-RN testing.

Thank you in advance for sending my eligibility letter. Once I receive my Authorization to Test (ATT) I will schedule a testing date with Pearson.

Sincerely,

Name (Your name exactly as it appears on your ID and testing application)