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Attachment Chapter 3.H\_ANCC\_group\_letter\_SanfordExample

**Example of a Cover Letter for Submitting Group Applications**

Sanford Hospital  
1305 W. 18<sup>th</sup> Street  
P.O. Box 5039  
Sioux Falls, SD 57117-5039

DATE

Dear ANCC,

Enclosed are 30 registration applications for the ANCC  
**Gerontological Nurse Certification Associate/Diploma and  
Baccalaureate Nurse Exam 09.**

Sanford Hospital has been conducting a Gerontological Nurse  
Certification Review Course. All of the applications have been  
reviewed for accuracy and completeness.  
We hope for all the nurses will take the computerized test in the  
month of May.

Thank you for your assistance in processing these applications.  
Should you have any questions, please do not hesitate to contact me  
at 605-XXX-XXXX or email me at [XXX@XXX.org](mailto:XXX@XXX.org).

Sincerely,

Arlene Horner, MS, RN, CNS-BC  
Gerontological Clinical Nurse Specialist