

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

KLM School of Aviation
[Their Address]
[City, State, Zip Code]

Dear KLM Students,

I am writing to formally acknowledge your participation in [specific program, workshop, or event] held on [date]. Your enthusiasm and commitment to learning have greatly enriched the experience for everyone involved.

We appreciate your hard work and dedication, and we look forward to seeing how you apply what you have learned in your future endeavors. Thank you once again for your involvement.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Signature (if sending a hard copy)]