

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for a pilot license.
Enclosed with this letter are the required documents and forms for your review.

****Applicant Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

****License Information:****

- Type of License: [Type of Pilot License]
- Application Reference Number: [If applicable]

The enclosed documents include:

1. Completed application form
2. Medical certificate
3. Proof of flight hours
4. [Any additional documents]

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me if you require further information.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]