

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

[Recipient's Name]  
[Flight School/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Letter of Completion for Pilot License

Dear [Recipient's Name],

This letter serves to confirm that [Student's Name] has successfully completed the necessary training and requirements for the [Type of Pilot License, e.g., Private Pilot License] at [Flight School/Organization Name].

The training program commenced on [Start Date] and concluded on [Completion Date]. Throughout this period, [Student's Name] has demonstrated proficiency in both ground school instruction and flight training, meeting all specified criteria set forth by [Regulatory Authority, e.g., FAA].

We are pleased to acknowledge [Student's Name]'s accomplishments, and we recommend their candidacy for the [Type of Pilot License] examination. Please do not hesitate to contact us for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Flight School/Organization Name]  
[Contact Information]