

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Pilot License Verification

I am writing to verify the pilot license held by [Pilot's Full Name], who has applied for [specific purpose, e.g., employment, flight operations]. The relevant details of the pilot's license are as follows:

- Full Name: [Pilot's Full Name]
- License Number: [Pilot's License Number]
- License Type: [Private Pilot/Commercial Pilot/ATP]
- Date of Issue: [License Issue Date]
- Expiration Date: [License Expiration Date]
- Issuing Authority: [Name of Licensing Authority/Agency]

Based on our records, [Pilot's Full Name] possesses a valid and current pilot license as specified above. [He/She/They] has demonstrated proficiency and commitment to aviation standards and safety regulations. Should you require additional information or have further questions, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]