

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Flight School or Licensing Authority]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of my pilot training license. I have successfully completed all the required coursework and flight hours as outlined by [relevant regulatory authority, e.g., FAA].

My training included [briefly outline your training experience, e.g., number of flight hours, types of aircraft flown, any specific endorsements or qualifications achieved]. I have attached all necessary documentation, including my logbook, medical certificate, and written exam results, for your review.

I appreciate your time and assistance in this matter. Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Student/License Number, if applicable]