

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

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

Dear [Recipient's Name],

I am writing to formally request the processing of my pilot license application. I have completed all required training and possess the necessary qualifications to operate aircraft safely and efficiently. My flight training was completed at [Flight School/Training Facility Name], where I obtained [details of training, hours flown, etc.]. I am confident in my abilities and am eager to contribute to the aviation industry.

Enclosed with this letter are copies of my training records, medical certificate, and any other required documentation. I appreciate your attention to this matter and look forward to your prompt response. Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Pilot License Number if applicable]