

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Authority's Name]
[Authority's Title]
[Regulatory Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Authority's Name],

Subject: Request for Renewal of Pilot License

I hope this letter finds you well. I am writing to formally request the renewal of my pilot license, [License Number], which is set to expire on [Expiration Date].

I have completed the necessary flight hours and have remained compliant with all training requirements as stipulated by [Regulatory Agency]. Attached are the pertinent documents required for the renewal process, including my recent medical certificate and proof of flight hours.

I would appreciate your assistance in processing my request at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for your attention to this matter.

Sincerely,
[Your Name]