

Request for Information

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional information regarding my pilot's license application submitted on [Insert Submission Date]. I am keen to understand the current status of my application and any further steps I may need to take.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]