**Date:**

**Licensing Division**

Civil Aviation Authority of the Philippines

Pasay City, Philippines

Good day!

To whom it may concern,

On behalf of our student **Mr. Your Complete Name** Filipino, is currently holding a Private Pilot License/ Commercial Pilot License with license no.123456. His/her PPL/CPL license expired last (Month/Date/Year) with the Cessna and Tecnam rating of C172 and P2002JF. (Remove/add ratings if necessary)

We would like to request from your good office the approval of his/her Temporary License, mainly his/her reason was eventually (state your reason here).

Hoping for your kind consideration.

Sincerely yours,

Capt. Julius G. Bustamante

Chief Flight Instructor

WCC-Binalonan, Pangasinan