

Figure 2-70. Sample Letter of Intent

RUTHIE'S FLYING SCHOOL
888 CHANDELLE CIRCLE
BELLVILLE, IL 35454
312-555-1212

March 15, 2018

Federal Aviation Administration
Flight Standards District Office #3
DuPage County Airport
West Chicago, IL 60185

Gentlemen:

This is to notify the Federal Aviation Administration (FAA) of our intent to become an approved pilot school under Title 14 of the Code of Federal Regulations (14 CFR) part 141. Our company's legal name is Ruthie's Flying Service, 888 Chandelle Circle, Bellville, IL 35454, and our email address is ruthie@ruthies.com.

We are prepared to begin operations on July 1, 2018 and are ready for your certification inspection at this time. Enclosed is an electronic submission of FAA Form 8420-8, Application for Pilot School Certificate. Operations will be confined to the DuPage County Airport. We plan to operate: two Cessna 152s, one Cessna 172, and a Piper Comanche (PA-24-250) that meets the complex aircraft requirements for commercial pilot certification.

Courses identified on FAA Form 8420-8 will be supervised by our chief instructor, Mr. Robert Cartwright, holder of ATP Certificate number 555121128. He meets the requirements of § 141.35 and his instructor resume is available for verification when you conduct your certification inspection.

Also enclosed are three copies of each training course outline (TCO) for your review and approval. Our requested three-letter certificate designators are EPS, ELS, and SFS, in that order of preference. We plan on using a file cabinet and paper to log students' progress. No computers will be used at this time.

Sincerely,

Ruth Vaght
President