

A & P COURSE - SAMPLE LETTERS

**SAMPLE LETTER 1 -- DO NOT COPY -- USE ONLY AS A GUIDE**

January 19, 1997

To: Federal Aviation Administration

Subject: Airframe and Powerplant D Examination

This is to certify that Mr. Nigel Simons has been employed since the 23rd of January, 1989, up to this date as an Aircraft Maintenance Engineer in Superior Airlines that is also an FAA Approved Repair Station under No. XY/111A.

During this period Mr. Simons has complied with the schedule of experience shown below for Airframe and Powerplant Ratings.

**POWERPLANT**

1. FADEC inspection and repair.
2. Replacement of power plant components.
3. Fuel System, inspection and repair.
4. Oil System, inspection and repair.
5. Ignition System, inspection and repair.
6. Anti-icing, inspection and repair.
7. Engine Starting System, inspection and repair.
8. Thrust Reverser System fault rectification.
9. Cooling System, inspection and repair.
10. Engine Removal and replacement.
11. Engine Servicing.
12. Defect investigation (Trouble shooting) & correction.

**AIRFRAME**

1. Aircraft Structure fabrication for Avionics Mods.
  2. Electronic flight control system repair.
  3. Landing Gear, inspection and repair.
  4. Air-conditioning & pressurization systems, inspection and repair.
  5. Hydraulic system, inspection and repair.
  6. Windshield and airframe anti-icing repair.
  7. Lighting systems, inspection and repair.
  8. Preparation for Aircraft Weighing.
  9. Radio and Instrument inspection & rectification.
- We find he is qualified to sit for the above ratings.

Sincerely yours,

Robert Norton,  
Asst. Manager Maintenance

**SAMPLE LETTER 2 -- DO NOT COPY -- USE ONLY AS A GUIDE**

Superior Airlines  
London, England  
January 19, 1997  
Federal Aviation Administration

Dear FAA Inspector:

I have known Peter Johnson for over 5 years and find him to be of good character. For the past three years, Nov. 1992 to present, he has worked under my supervision on small aircraft of various makes and models, including but not limited to Cessna 172, 182, 210, 310, 414, Beachcraft A35, A36, and engines including Continental O-300, IO-502, TISO-520, Lycoming IO-320, O-360, etc. He has performed airframe maintenance including inspection, removal, repair and replacement of control surfaces, windows and windshields, installation of rivets and fasteners, rigging of controls, repair of landing gear, shock struts, brakes, wheels, tires, hydraulic, and steering systems, removal and installation of aircraft instruments, inspection and repair of fuel systems, and inspection and service of taxi, landing and strobe lights.

He has performed powerplant maintenance including inspection, removal, repair and replacement of aircraft engines, cylinders, pistons and related parts. Inspection, troubleshooting and service of ignition systems. Inspection removal and replacement of carburetors, fuel metering, intake and exhaust manifolds. Engine exhaust system components and heating systems. Inspection, removal, service and replacement of propellers and governors. Since Mr. Johnson meets the eligibility requirements of FAR 65.71 and experience requirements of FAR 65.77, I recommend him for his A&P license.

Sincerely,  
Robert Stewart  
A&P Maintenance Director