Date of Issue: xx/xx/xxxx

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Previous RTO and address | |  | |  | |  | |

Student records team,

I write to you to request the transfer of all Training material and student Records for xxxxxxxxxxxxxxx who has conducted training with your organisation. All relevant information has been outlined below,

**Student full legal name: xxxxxxxxxxxx**

**DOB: xx/xx/xxxx**

**ARN: xxxxxxx**

xxxx is currently enrolled in the Qualification AVI50215 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) with the Redcliffe Aero Club (RTO no 40971) and has provided authorisation for The Redcliffe Aero club to communicate with your organisation directly to organise this transfer of records.

Please forward any relevant documents via registered or express post to the address listed above, or alternately please email documents through to [info@redcliffeaeroclub.com.au](mailto:info@redcliffeaeroclub.com.au).

If you have any queries, please contact the office on (61 7) 3203 1777 or email xxxxxxxxxxxxxx

Regards,

Mal McAdam

*Chief Pilot / HoO*

Redcliffe Aero Club