



Date of Issue: xx/xx/xxxx

Club Member / Student Full Name

Club Member / Student Address

Chief Flight Instructor,

I, _____ request a copy of all of my training records for the period of xxxxxx to xxxxxxxx as part of my training I completed with "The Redcliffe Aero Club". All of my relevant information has been outlined below,

Student Full Legal Name: xxxxxxxxxxxxxx

DOB: xx/xx/xxxx

ARN: xxxxxxxx

Club Member No:

Student No. (if applicable):

Please email a copy of my records to my email address below

Or

Please provide a copy of my records to the below organisation

Company / Organisational Name: _____

Company / Organisation Address: _____

Company / Organisation Contact Name: _____

Company / Organisation Contact Details: _____

I am aware that should I require a paper copy of my training records, I will be required to pay a fee for the relevant documents to be posted by registered or express post to the address I have indicated, I acknowledge that this may take approximately 10 days to be organised.

If you have any queries about my request, please contact me on the mobile number _____ or email _____.

Regards,

Please email completed documents through to info@redcliffeaeroclub.com.au, for processing.