[date]

[name]

[street address]

[city, state, zip]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Enclosed are the original and three copies of Supplemental Agreement No. \_\_ for Federal Aviation Administration (FAA) Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The purpose of this agreement is to [insert description of the purpose of the Supplemental Agreement].

The State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requires that the enclosed Acknowledgement Form be executed by a Notary Public. These forms are used for recording purposes only, and will be attached to the original document and filed with the county. Once we have received the recorded copy back from the County Clerk Office, we will forward a copy to you for your files.

If this agreement is acceptable to you, please execute and return \_\_\_ originals to this office. Upon completion by the Government, an executed copy will be returned to you.

If you need additional information, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Naame]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures