[date]

[name]

[street address]

[city, state, zip]

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

**NOTICE TO CURE**

This letter is in reference to the Federal Aviation Administration’s (FAA) Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covering the space and services for our [insert facility/office name] located at [insert suite number, building name, street name, city, state].

It has been brought to my attention that our facility has [insert brief description of the issue] since [insert date that the issue began]. A list of events are as follows:

[insert a list of events and any attempts to resolve the issue that have already been made]

The FAA is requesting immediate action to rectify the situation no later than [insert date].

As stipulated under Clause [insert clause number and clause title] of our contract, it is your responsibility to [insert description of requirement as stated within the referenced clause].

If the situation is not resolved by the date specified in this cure letter, then you will be in violation of Clause [insert clause number and clause title].

Please provide me with your written response pertaining to this cure letter, and how you intend to rectify this situation within the specified timeframe. If you have any questions regarding this matter, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration