[date]

[name]

[street address]

[city, state, zip]

**NOTICE TO CURE**

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

This is in reference to FAA Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which covers the [insert name/type of facility], located in [insert suite number, building name, street address, city, state of facility].

[Insert official name of Lessor/Property manager] received official notification via email on [insert date of email] of the following maintenance issues that needed to be performed in accordance with Clause No. \_\_ “Maintenance of the Premises”:

[insert list of items that need to be addressed]

As of the date of this letter, FAA has not received any response from the Airport Authority in regards to the email request. We are now requesting that you provide in writing, an immediate plan of action with specified timeframes that will rectify the identified maintenance deficiencies no later than [insert date].

If the situation is not resolved by the date specified in this cure letter, then you will be in violation of Clause \_\_ “Failure in Performance.”

Feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or via email at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,](mailto:carmen.l.osmond@faa.gov) should you have any questions or require additional assistance.

Sincerely,

[Insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration