|  |  |  |
| --- | --- | --- |
|  |  |  |

[date]

[name]

[street address]

[city, state, zip]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

On [insert date of original submittal letter], Federal Aviation Administration (FAA) real estate contract number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covering the [insert FAA Facility type], located at [insert location] was forwarded to you for completion.

Your assistance in the return of the signed original and \_\_\_ copies to this office will be appreciated.

Should you have any questions please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration