[date]

[name]

[street address]

[city, state, zip]

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

Per your request, I am enclosing an ACH Vendor/Miscellaneous Payment Enrollment Form to update your Banking Information for depositing future lease payments. Please complete the sections titled Payee/Company Information and Financial Institution Information. Please return the form to this office in the enclosed envelope and retain a copy for your records. The FAA cannot administer payment until this form is completed. Your prompt assistance in this matter is greatly appreciated.

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

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosure