[Date]

[Name]

[Street Address]

[City, State, Zip]

Re:  Assignment of Contracting Officer’s Representative (COR) for FAA Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

In accordance with the enclosed memorandum, [insert name and title of COR], is hereby designated as the Contracting Officer’s Representative (COR). This delegation supersedes any and all previous COR delegations issued with respect to the real estate contract referenced below.  He/She will be assisting the Real Estate Contracting Officer in the technical administration of FAA contract # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the facility located at [insert site address].  [Insert COR name] may be reached by Telephone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or E-mail at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for technical matters.

Please note that the COR has no authority to issue directions or enter into agreements which may constitute a new assignment of work or which would commit the Government to a change in the expressed terms, conditions, or specifications incorporated into the real estate contract.  All technical instructions will be in writing.  You will not accept oral or written instructions from sources other than the Real Estate Contracting Officer.

Contractual matters will be addressed to the Real Estate Contracting Officer by Telephone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or E-mail at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO’s Name]

Real Estate Contracting Officer

Enclosure

cc: [Insert Name of COR]