[date]

[name]

[company]

[street address]

[city, state, zip]

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

Enclosed is an updated List of Facilities for Federal Aviation Administration (FAA) Memorandum of Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, covering all no-cost NAVAID facilities located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airport. The updated list of facilities is dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and includes the following changes:

**[Insert description of addition/deletion to list of facilities]**

Please include the updated list of facilities in your file.

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

Sincerely,

[insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures