[date]

[name]

[street address]

[city, state, zip]

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

The United States of America owns [insert brief description of acreage/plot/parcel ID] that is used by the Federal Aviation Administration (FAA) for a navigational facility for the safety of the flying public.

It has been brought to our attention that there has been unauthorized [insert description of unauthorized activity] activities occurring within the FAA’s property boundaries. This letter serves as an immediate notification to cease and desist such activities as they may cause disruption to the proper functioning of the FAA’s VORTAC facility.

If you would like to submit an application for consideration for use of FAA owned property, please complete the enclosed “*Outgrant Application Form”* and submit it to [insert appropriate office] for consideration. Please note that your application will require review and approval from FAA’s Air Traffic Organization prior to issuance of the Outgrant License by this office.

In the event that your application is approved by the agency, you will be required to enter into a “*Revocable Outgrant License For Non-Federal Use of Real Property.”* A sample of this agreement is also enclosed for your review. Please note that it is FAA’s policy to charge Fair Market Value for the use of its property and that the Licensee is also required to carry General Liability Insurance and Environmental/Hazardous Substance/Petroleum Products Liability Insurance for an amount not less than a minimum combined single limit of $1,000,000 per occurrence.

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

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures