[date]

[name]

[street address]

[city, state, zip]

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

Enclosed are three originals of Federal Aviation Administration (FAA) Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covering the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ facility located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This lease succeeds FAA Lease No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Also enclosed, the following attachments to the lease must be completed and signed by the appropriate official as necessary:

* Certification of Seismic Compliance
* Water quality test report
* Radon Evaluation Report
* Lessor’s Annual Cost Statement
* Certificate of ABAAS Compliance
* FAA Safety and Environmental Checklist
* Vendor Miscellaneous Payment Information Form
* Certification of Authorization
* Notary Acknowledgement Form
* [RECO insert any other required forms/attachments such as Estoppel Certificate, LEED certification, EFT Form, Notification of COR, Drawings, Special Stipulations, etc.]

If this agreement is acceptable to you, please execute and return three originals along with all completed attachments to this office. Upon completion by the Government, an executed copy of the lease will be returned to you. If you need additional information, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures