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[name]

[street address]

[city, state, zip]

To whom it may concern:

The Federal Aviation Administration (FAA) has a requirement to install equipment on property that is owned and operated by [Insert Permit Agency Name].

The proposed installation will consist of [insert brief description of FAA’s facility] which is used for [insert brief description of the purpose of the facility]. This facility is critical to the safety of National Airspace System (NAS). Please see the attached proposed Scope of Work (SOW) and the list of materials.

If this proposed installation is acceptable to [Insert Permit Agency Name], please submit the required Permit documents to the following:

Federal Aviation Administration

[Insert Organizational Name and Routing Symbol]

ATTN: [Insert RECO Name]

[Insert Mailing Address]

Or via email to [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@faa.gov](mailto:________________@faa.gov)

If you have any technical questions concerning the equipment, please contact [Insert technical POC name and contact info]. For any contractual related questions, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration