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[date]

[name]

[street address]

[city, state, zip]

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

Enclosed for your records is a fully executed duplicate original of the Federal Aviation Administration (FAA) Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covering [insert brief description of real property covered by this contract]. This contract succeeds FAA Lease No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your cooperation in the completion of this agreement is appreciated. If you have questions or concerns, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures