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[Date]

[Name]

[Street address]

[City, state, zip]

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

Enclosed are \_\_ original copies of Federal Aviation Administration (FAA) Outgrant No. [insert contract number] for use of FAA’s property located in [insert city, state OR other location description] This agreement succeeds [insert previous contract number].

If this agreement is acceptable to you, please execute and return \_\_ original copies to this office at:

Federal Aviation Administration

[Insert Organization Name and Routing Symbol]

[Insert Office Address]

[City, State, Zip]

Please also submit your payment of $\_\_\_\_\_\_\_\_\_\_ to the following address:

Federal Aviation Administration/MMAC

[Insert Routing Symbol]

[Insert Office Address]

Oklahoma City, OK 73125

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

Sincerely,

[Insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures