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| --- | --- |
|  | Federal Aviation  Administration |
|  | |

<Name>

Contracts Manager

<Company Name>

<Company Address>

<City, State, Zip>

Subject: <Contract DTFAWA-XX-D-XXXXX>

<Contract Name>

Dear <Name>:

In accordance with the enclosed memorandums, the following designations are made for the subject contract: <QRO’s Name> is designated Quality Reliability Officer (QRO) and <Associate QRO’s Name> is designated Associate QRO.

The QRO and Associate QRO have no authority to issue directions or enter into agreements, which may constitute new assignments of work or change the expressed terms, conditions or specifications in the contract.

Please note documentation to be furnished to the QRO as stipulated in the enclosed letters of assignment.

You are cautioned against accepting oral or written instructions on quality matters from sources other than the Contracting Officer, QRO, or Associate QRO.

Sincerely,

Name of CO

Contracting Officer

Enclosures

cc: <Name of COR>, COR