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[date]

[name]

[street address]

[city, state, zip]

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

Enclosed for your records is a duplicate original of Federal Aviation Administration (FAA) Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that was recorded with the [insert County Name] Clerk of Court.

Again, your cooperation in the completion of this agreement was appreciated.

If you have any questions, please feel free to contact me at any time at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosure