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[date]

[name]

[street address]

[city, state, zip]

RE: Notice of Termination

FAA Real Estate Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

In compliance with [insert clause number and clause title] of the above referenced contract, the Federal Aviation Administration (FAA) hereby gives \_\_\_\_ days formal notice to cancel the lease for [insert name/type of facility] located at [insert address of facility] effective [insert effective date of termination]. [Insert name of COR or FAA Representative] will contact you to schedule a walk-through of the space and turn over any remaining keys/access cards.

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

Sincerely,

[insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosure