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[date]

[name]

[street address]

[city, state, zip]

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

This is in reference to Federal Aviation Administration’s (FAA) [insert facility type] facility located adjacent to your property in [insert city/state]. This facility requires a [insert size of CZ] clear zone in order to ensure proper functionality for the safety and benefit of the general flying public. According to a recent survey of the land, it has come to our attention that the clear zone for this facility impacts approximately [insert acreage/SF] of your property. A legal description is included for your reference.

FAA wishes to enter into a long term agreement for use of the clear zone over your property. Enclosed are three original copies of FAA Restrictive Aerial Easement No. [insert contract number]for the clear zone located on your property. If this agreement is acceptable to you, please execute and return \_\_\_ originals to this office. Upon completion by the Government, a fully executed original will be returned to you.

The State of \_\_\_\_\_\_\_\_ requires that the enclosed Acknowledgement Form be executed by a Notary Public. These forms are used for recording purposes only and will be attached to the original document and filed with the county. Once we have received the recorded copy back from the County Clerk Office, we will forward a copy to you for your files.

Thank you for your cooperation and should you have any questions, feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Real Estate & Utilities Group