Dear Mr./Ms. Smith:

I am writing to request your assistance in determining if there are any federally-owned or leased properties that could meet the National Oceanic and Atmospheric Administration’s (NOAA) need for X. **FILL IN WITH ADDITIONAL BACKGROUND ON THE SPACE NEED AND WHAT THE SPACE WOULD BE USED FOR.** The delineated area for this space requirement is **FILL IN THE DELINEATED AREA.**

In addition to NOAA’s preference for locating the homeport at a federal facility, as you know, pursuant to 41 CFR 102-73.10 and other Federal Management Regulations, NOAA is required to determine if there are any federally-owned or leased properties that are available that can accommodate NOAA’s needs. The NOAA requirements are described in detail on the attached. Key requirements include:

**Delineated Area:** XXXXX

**Space Needed:**
- XX,XXX usf of Office Space
- XX,XXX usf of Warehouse Space
- X Reserved Parking Spaces for Government Vehicles

**Special Requirements:** LIST ANY/KEY SPECIAL REQUIREMENTS

As NOAA would like to identify a location for the **FILL IN THE NAME OF THE PROCUREMENT** as soon as possible, NOAA requests a response from the U.S. General Services Administration (FILL IN THE APPROPRIATE AGENCY IF DIFFERENT THAN GSA) by DATE on the availability of any government-controlled space in the delineated area that could meet NOAA’s requirement. Should you have any questions, my point of contact for this project is **FILL IN NAME OF REALTY SPECIALIST OR CONTRACTING OFFICER,** who can be reached at (XXX) XXX-XXXX or at NAME@noaa.gov.

Thank you for your assistance.

Sincerely

**Attachments**  
List any attachments, for example more detailed space requirement information.