

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.