|  |  |  |
| --- | --- | --- |
| DATE | |  |
|  | | |
| BY E-MAIL TO: | | EMAIL |
|  | |  |
| ORIGINAL BY CERTIFIED MAIL | |  |
| RETURN RECEIPT REQUESTED | |  |
| RECEIPT NUMBER: | | RECEIPT NUMBER |
|  | | |
| ATTORNEY’S NAME  TITLE  Federal Aviation Administration  Office of the Regional Counsel  ADDRESS  CITY STATE ZIP | |  |
| RE: | Notice of Proposed Civil Penalty – Case No. [CASE #]  Request for Informal Conference and Enforcement Investigative Report (EIR) | |

Dear NAME:

My name is [Enter Point of Contact Name] and I will be the point of contact for [COMPANY NAME] in connection with the above referenced Notice of Proposed Civil Penalty, received on [DATE]. We hereby request an informal conference either by telephone or in person.

Please forward to my attention the releasable portions of the Enforcement Investigative Report (EIR) prepared in connection with this case.

After reviewing the materials, we will be in a position to schedule the informal conference and submit additional information.

Thank you for your assistance.

Sincerely,

NAME

TITLE

|  |  |  |
| --- | --- | --- |
| cc: | Mark Bury, Assistant Chief Counsel | mark.bury@faa.gov |