[DATE]

[NAME], Manager

[ATC FACILITY]

[ADDRESS]

[CITY, STATE, ZIP]

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_:

In accordance with CFR 105.25(a)(2) and 105.25(b), this is a request for an ATC authorization for [DZ NAME] to conduct a series of parachute operations at [LOCATION/AIRPORT] beginning [DATE]. At this location, the parachute operations will be conducted in and into the Class [A, B, C, or D] airspace that overlies the [\_\_\_\_\_\_\_\_] Airport.

In accordance with CFR 105.15, I offer the following information:

1. Date and Time. Parachute operations will commence on [DATE], starting at [TIME].
2. Size. Most jumps will be contained within a one nautical mile radius centered on the [\_\_\_\_\_\_\_\_\_] Airport.
3. Location. The jump operation will be centered on the [\_\_\_\_\_\_\_\_\_] Airport, which is [\_\_] NM from the [\_\_\_\_\_\_\_\_\_\_] VOR, on the [\_\_\_]-degree radial.
4. Altitudes. The primary jump altitude will be [\_\_\_\_\_\_\_] feet above mean sea level. There may be occasional jumps at lower and higher altitudes.
5. Duration. Operations will be primarily on weekends from sunrise to sunset, with occasional weekday operations from noon to sunset. [OR DAILY]
6. Contact Person. Please consider me the contact person for the operation: [NAME, ADDRESS, PHONE, CELL]
7. Aircraft. We will primarily use a [\_\_\_\_\_] aircraft, registration no. N\_\_\_\_\_, with other aircraft used occasionally.
8. ATC Facility. In accordance with CFR 105.13, radio communication will be established with [NAME OF ATC FACILITY] at least five minutes prior to each jump. I will contact you directly for the appropriate radio frequency.

This information may be superseded anytime by a mutually-signed letter of agreement.

Please contact me at the above address and phone number if you have any questions.

Sincerely,

[NAME, TITLE]

[DZ NAME]

[ADDRESS]

[PHONE]