[DATE]

[NAME], Manager

[ATC FACILITY]

[ADDRESS]

[CITY, STATE, ZIP]

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

In accordance with CFR 105.25(c), this is written notification that [DZ NAME] intends to conduct a series of parachute operations at the [\_\_\_\_\_\_\_\_\_] Airport near [CITY, STATE] from [\_\_\_\_\_\_\_\_] through December 31, 2025. All parachute jumps will be conducted in Class E and G airspace. In accordance with CFR 105.15(a), 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 two 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. [FOR YOUR OPERATION]
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.

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

Sincerely,

[NAME, TITLE]

[DZ NAME]

[ADDRESS]

[PHONE]