

## RECORD OF CONVERSATION-REQUEST FOR INFORMATION

### CONTACT INFORMATION

*Date of Conversation:* \_\_\_\_\_

*Company:* \_\_\_\_\_

*Contact Name:* \_\_\_\_\_

*Docket Number:* \_\_\_\_\_

### CONVERSATION INFORMATION

*Phone:* ☐ *Phone Number:* \_\_\_\_\_

*Email:* ☐ *Email Address:* \_\_\_\_\_

*Visit:* ☐ *Location:* \_\_\_\_\_

*Subject:* \_\_\_\_\_

*Details:* \_\_\_\_\_

*Conclusion or Action Taken:* \_\_\_\_\_

### FAA EMPLOYEE INFORMATION

<i>NAME</i>	<i>OFFICE</i>	<i>DATE</i>	<i>SIGNATURE</i>

**Required Information or Summary of Conversation:**

**What You Should Do**

If you want the FAA to process your request any further, you must send the information described above by \_\_\_\_\_ before 11:59PM ET. The FAA will consider your petition open during this period.

**If the FAA Does Not Receive the Requested Information From You**

If the FAA does not receive the requested information from you by the date indicated above, the FAA will take no further action on this petition and close the matter without notifying you further. If you have any questions or require additional time, you may call