September 9, 2017

Federal Aviation Administration

Your Name

1234 St.

City, ST ZIP

Subject: Filed in accordance with Employee Request for Mutual Reassignment for ATC specialist, AT-2152-XX position at the Some ATCT (XYZ).

To (Your ATM):

I am writing to indicate that I wish to swap facilities to Some ATCT. I have been a CPC at My ATCT (Level X) since Month, Year.

 The details are as follows:

 Name: (Name of your SWAP partner)

 Facility: LAS ATCT

 Type: X Level: XX

 Release Date: November 12th, 2017

Thank you for your time and consideration,

Your Name