



August 2017

To all of our customers:

Corporate Air Parts, Inc. operates an FAA Certificated Repair Station under 14 CFR Part 145. All maintenance, preventive maintenance or alteration of U.S. civil aviation articles are performed in accordance with 14 CFR. When this maintenance, preventive maintenance or alteration is performed for air carriers or commercial operators holding a 14 CFR Part 121, 125, 129, or 135 Certificate, it is our duty to obtain the information necessary to ensure compliance with those carriers' maintenance or inspection programs and manuals.

The purchase or repair order you recently sent us does not indicate any special instructions for this work. Therefore, unless we receive an amended purchase order with this information, it will be our understanding that the work is to be performed in accordance with the equipment manufacturer's approved instructions. In order to continue work on your equipment, it is imperative that we receive an acknowledgement to this letter, or a revised purchase/repair order no-later-than 24 hours from the time the letter is sent to you.

Please note that in addition to any FAA-mandated directives, it is also our company operational policy to comply with all manufacturers' service bulletins and product improvements. Should you not wish for us to comply with these instructions, please also make note of this on your order.

We pride ourselves on our workmanship, attention to detail, our training and our customer service. We trust that these factors are why you choose to do business with us, and we vow to uphold the trust you place in us.

Sincerely,

A handwritten signature in black ink that reads "Jennifer R. Gamon". The signature is fluid and cursive, written over a white background.

Jennifer R. Gamon
President, CEO

Because Safety Requires a *Team Approach*[™]

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