

(Insert Date)

Portia Sapp  
Division of Aquaculture  
The Florida Department of Agriculture  
And Consumer Services  
The Holland Building, Suite 217  
600 South Calhoun Street  
Tallahassee, FL 32399-1300

Dear Ms. Sapp:

I would like to formally request modification of my lease \_\_\_\_\_  
(enter lease number), parcel \_\_\_\_\_ (enter parcel number)  
located in the \_\_\_\_\_ (enter aquaculture  
use zone area) from a bottom lease to a water column lease. I plan to use

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(enter type of gear, for example, floating gear, rack system, etc.) for the planting  
of oysters.

Sincerely,

(enter your full name)

(return address)