

SAMPLE
LETTER OF INTENT

[Date]

Comment [a1]: Letter must be on
Company Letterhead
Include: address, city, state, zip,
Contact Phone #,
Fax #,
Email and/or Web Address

LAX Airfield Permits Office

Attn: [Name of Your Airfield Permits Contract Administrator/Analyst]

P.O. Box 92216

Los Angeles, CA 90009-2216

LAX Security Badge Office

Attn: [Name of Your Security Badge Coordinator]

P. O. Box 92216

Los Angeles, CA 90009-2216

Subject: Letter of Intent

[Your Company Name] has been contracted by [Sponsoring Company, i.e. name of company who awarded you the contract]. The contract number between [Your Company Name] and [Sponsoring Company Name] is [00-0000-00000-00]. The contract [began/is scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party upon 30-day written notice).

Comment [CoLA2]: Indicate if
contract, sub-contract, at-will agreement,
maintenance agreement, or warranty.

We will provide [list all direct services that will be provided in this contract]. The duties to be performed are as follows:

- [List SPECIFIC job duties]

We will provide [list all subcontracted services that will be provided in this contract]. The duties to be performed are as follows:

- [List SPECIFIC job duties]

The direct services will be performed at:

- [List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate)]

We subcontracted services will be performed at:

- [List ALL specific location(s) where the job will take place. (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area, etc., including postal addresses where appropriate)]

The number of employees providing direct services at LAX:

- [Count ALL employees that are required and not required to have access on the Airport Operations Area (AOA)]

The number of employees providing subcontracted services at LAX:

- [Count ALL employees that are required and not required to have access on the Airport Operations Area (AOA)]

Access on the AOA [is/is not] required to perform the duties of the contract.

Vehicles/equipment [will/will not] be used to fulfill contractual obligations, therefore, vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

Our designated authorized signer(s) and certified trainer(s) **[is/are] [name of employee(s), job title(s) and email(s)]**.

We **[will/will not]** provide authorization for another company(ies) to use our assigned vehicles/equipment at LAX.

The company(ies) authorized to use our vehicles/equipment at LAX:

- **[List name(s) of companies and types of vehicles/equipment each will be using]**.
- **[Attach Agreement between your company and the company you will authorize to use your equipment, including signatures from both]**.

Our designated authorized signer(s) and certified trainer(s) **[is/are] [name of employee(s), job title(s) and email(s)]**.

Job titles for our employees include **[List job titles (i.e. manager, foreman, technician, laborer, and driver)]**. We are requesting **[approximate number of badges]**

Estimated Annual Revenue from the contract services provided that require an Agreement/Permit is **[dollar amount]**.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[name of employee(s) and job titles]**.

*Respectfully,

[Name]
[Title]
[Work Phone]
[Cell Phone]
[Email]

****Signature required***