

SAMPLE
LETTER OF VERIFICATION

[Date]

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 Verification

[Your Company Name] has contracted with **[Name of Company awarded the contract]**. The contract number between **[Your Company Name]** and **[Awarded 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).

They will provide **[Passenger, Ramp, Cargo, Interior Aircraft Cleaning, etc.]**.
The duties to be performed are as follows:

- **[List SPECIFIC job duties]**

The 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)]**

Access on the Airport Operations Area (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.

I, **[Your Company Name]** have granted permission for **[Awarded Company Name]** to use airline space to provide these services OR, have leased space to provide these services OR, **[Awarded Company Name]** will have their own leased space **[on or off]** airport property to provide these services.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[Phone number(s)/email address(es)]**.

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

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

Respectfully,

Comment [a3]: Signature required.

[Name of Highest Ranking Local Authority]
[Title]
[Phone Number]
[Email]