

## **SAMPLE** **LETTER OF VERIFICATION**

**[Date]**

LAX Airfield Permits Office

**Attn: [Name of Your Contract Administrator]**

P.O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Verification**

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

We will provide **[security/delivery/ramp services, etc]**. The duties to be performed are as follows:

- **[List SPECIFIC job duties in detail]**

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.

Tools/equipment **[will/will not]** be used to fulfill contractual obligations, therefore, vehicle access to the airfield **[is/is not]** required.

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

Respectfully,

**[Name of Executive Officer]**

**[Title]**

**[Phone Number]**

March 2023

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

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

**Commented [a3]:** Signature required.