**SAMPLE**

**LETTER OF INTENT**

**[Date]**

LAX Airfield Permits Office

Attn: CSPP Manager

7301 World Way West, Room 100

Los Angeles, CA 90045

**Subject: Letter of Intent**

**[Your Legal Company Name]** is committed to compliance with all Certified Service Provider Program (CSPP) standards and requirements for companies operating at Los Angeles International Airport (LAX), including all City of Los Angeles Living Wage Ordinance (LWO) amendments approved by the City Council and Mayor.

**[Your Legal Company Name]shall comply with the following new CSPP-LWO requirements:**

1. Submit an Employer Certification Plan by **May 31, 2018** that meets all requirements and criteria identified in the approved LAX Certified Service Provider Emergency Preparedness (CSPEP) Training Plan,
2. Establish a compensated release time policy to provide LAX employees emergency response/preparedness training for 16 hours on an annual basis,
3. Ensure 16 hours of compensated release time will only be used to attend Airport approved emergency response/preparedness training courses on an annual basis (no carryover),
4. Train all new CSP employees within 120 days of hiring, and
5. Develop and execute an implementation plan to certify all employees by **December 31, 2018** and continually thereafter on an annual basis.

**Attached are the following documents:**

* Employer Certification Plan & Checklist
* Training Syllabus
* Training Instructor Resume(s)

**[Your Legal Company Name]** understands that failure to comply with the City of Los Angeles LWO requirements will result in the termination of our Certified Service Provider License Agreement (CSPLA) **[contract number]** and deactivation of all corresponding badges at LAX.

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

Respectfully,

**[Name of Executive Officer]**

**[Title]**

**[Phone Number]**