**COMPANY LETTER HEAD  
(Insert Company Letter Head)**

Date: (Todays Date)

To: Ralph Morones  
7411 World Way West

Los Angeles, CA 90045

Subject: Key Request for (Fill In)

Please see the attached request for keys for (Fill In) who has been contracted by (Fill In) to   
(Fill In work to be done).

(Fill In reason for key requested)

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|  |  |
| --- | --- |
| **Key Description** | |
| 1. | List the name of the key |
| 2. |  |
| 3. |  |
| 4. |  |

We are requesting keys for the following employees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Last Four SS#** | **LAX Badge #** | **Company** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please contact us at (xxx) xxx-xxxx, or via email at [xxxxxxxxxxxx](mailto:SCC@LAWA.ORG) if you have any questions or need additional information.

Thank you,

Signature Name