

# **SAMPLE LETTER OF INTENT**

Letter must be on Company  
Letterhead.  
Include: address, city, state, zip  
Contact Phone #  
Fax #  
Email and/or web address

**[Date]**

Attn: **[Name of Your Security Badge Coordinator]**  
LAX Security Badge Office  
P. O. Box 92216  
Los Angeles, CA 90009-2216

**Subject: Letter of Intent**  
Enrollment in the LAX Security Badge Program

Dear **[Name of Your Security Badge Coordinator]:**

**[Your Company Name]** \*has been contracted by\* **[Sponsoring Co., 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 (or is scheduled to begin) **[M/d/yyyy]**, and will terminate on **[M/d/yyyy]**.

We will provide **[generalized services, i.e. architectural design, plumbing, electrical services, etc.]**. The duties to be performed are as follows:

- **[List SPECIFIC job duties]**
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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.)]**
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Tools/equipment will or 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) and job titles]**.

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

Approximation of required badges is not a firm number and is considered flexible by this office

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

Respectfully,

Need Original Signature

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

\* Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty