

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

June 2017

**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.