



Los Angeles World Airports

6320 W. 96th Street, Los Angeles, CA 90045 * (310) 215-5450 ph / (310) 645-0266 fx

Logo/Letterhead

January 1, 2009 **Date**

Los Angeles Airport Police
Security Badge Office
Security Access Analysis Unit
7333 World Way West
Los Angeles, CA 90045 **Addressee**

Subject line

RE: Terminal 3 – Door 245 Access **Terminal # & Door #**

LAWA requests access to Terminal 3, Door 245 for the following employees. The following employees are baggage handlers and are required to bring in oversized baggage. Due to construction, previous access points (doors 241 and 243) have been shut down and there are no other access points in the near or surrounding vicinity that will allow access for oversized baggage. It is imperative to move oversized baggage in a timely manner as to not impede operations and delay flights.

Strong justification

Doe, John A
Johnson, Theodore A
Smith, Jane A **Names and badge #s**

Thank you for your consideration of this request. If you have any questions, please contact Dora Flores by phone at (310) 555-1111 or email at dflores@email.com.

Sincerely, **Contact information**

Fred Thomas

Fred Thomas
Operations Manager
(310) 555-2222 **Signature by management representative**



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