

## **SAMPLE LETTER OF INTENT**

**[Date]**

LAX Airfield Permits Office  
**Attn: [Name of Your Contract Administrator]**  
P.O. Box 92216  
Los Angeles, CA 90009-2216

**Subject: Letter of Intent**

**[Your Legal Company Name]** has been contracted by **[Sponsoring Company, i.e. name of company who awarded you the contract]**. The contract number between **[Your Legal Company Name]** and **[Sponsoring 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). Justify why the company requires the desired/requested access.]**

Pedestrian access to 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. Vehicles **[are/are not]** street licensed.

Our designated authorized security badge signer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**.

We **[will]** be required to obtain a Motor Vehicle Operating Permit (MVOP) to perform the duties of this contract, therefore our certified trainer(s) **[is/are]** **[name of employee(s), job title(s), phone number(s)]**. We **[will not]** be required to obtain an MVOP.

March 2023

**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. List contract number along with start and end dates.

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

**Commented [a3]:** Approximation of required badges is not a firm number and is considered flexible by the Security Badge Office.

Estimated Annual Revenue from the contract services provided is **[\$\$\$]**.

**Commented [CoLA4]:** Submit information required only if a Permit is required.

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]**  
**[Email]**