

# **SAMPLE AUTHORIZED SIGNATURE LETTER**

**(This letter must appear on company letterhead with original signatures and be dated)**

**Company Letterhead**

**Date**

Dear Operations Manager:

In compliance with TSR 1542 (airport security) and TSR 1544 (air carrier security) requirements for Criminal History Records Check and Security Threat Assessment, the following employees of \_\_\_\_\_ have had Criminal History Records Checks and Security Threat Assessment performed, and have been authorized to sponsor employees for unescorted access privileges. They are authorized to sign for Airport ID badges, keys and other access media. They will also cooperate with audits, report lost/stolen/discontinued badges immediately (followed by paperwork within two business days), and sign any other correspondence with Charlotte Douglas International Airport related to Airport Security or Operations.

Sincerely,

*(Company Representative Sign Here)*  
*(Title)*

TYPE OF PRINT NAME

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

SIGNATURE

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