

# **SAMPLE LETTER OF INTENT**

**[Date]**

LAX Airfield Permits Office

**Attn:** [Name of Your Airfield Permits Contract Administrator/Analyst]

P.O. Box 92216

Los Angeles, CA 90009-2216

LAX Security Badge Office

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

P. O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Intent**

**[Your Company Name]** has been contracted by **[Sponsoring Company, i.e. name of company who awarded you the contract]**. The **contract number** between **[Your Company Name]** and **[Sponsoring Company Name]** is **[00-0000-0000-00]**. 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)**.

Service(s) to be provided – please select all that apply:

Core Services		Limited Services
<input type="checkbox"/> Ramp	<input type="checkbox"/> Security	<input type="checkbox"/> Cargo (Passenger/Freight)
<input type="checkbox"/> Passenger	<input type="checkbox"/> Into-Plane Fueling	<input type="checkbox"/> Terminal
<input type="checkbox"/> Interior Aircraft Cleaning		<input type="checkbox"/> Aeronautical Maintenance

For a detailed list of service types, please refer to *CSPLA Regulated Services* located on the CSPP website at: [www.lawa.org/cspp](http://www.lawa.org/cspp).

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)]**

Secured space for service provider operations:

- Please select the Agreement Type(s) your company currently or plans to secure sufficient operational space to provide services, storage of your vehicles/equipment (if any), and access to employee training and break rooms at LAX:
  - LAWA approved Lease or Consent to Sublease
  - Tariff Letter
  - Use, Terms, & Conditions (UTC) Agreement

**Comment [a1]:** Letter must be on Company Letterhead.  
Include: address, city, state, zip,  
Contact Phone #,  
Fax #,  
Email and/or Web Address

**Comment [CoLA2]:** Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty.

- For questions regarding lease/space agreements, please contact your sponsoring LAX airline/tenant or the LAWA Commercial Development Group at (424) 646-7200 or <http://www.lawa.org/realestate/index.html>

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. Vehicles **[are/are not]** street licensed.

Our designated authorized signer(s) and certified trainer(s) **[is/are]** **[name of employee(s) and job title(s)]**.

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

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

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

Respectfully,

**[Name]**  
**[Title]**  
**[Phone Number]**

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

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

**Comment [a5]:** Signature required.