

SAMPLE
COMPANY VEHICLE AUTHORIZATION LETTER

[Date]

LAX Airfield Permits Unit
7301 World Way West, Room 100
Los Angeles, CA 90045
Attention: Compliance Manager

Comment [A1]: Letter must be on Company Letterhead.
Include: address, city, state, zip,
Contact Phone #,
Fax #,
Email and/or Web Address

Subject: Company Vehicle Authorization Letter

[Your Legal Company Name and dba (if applicable)] has authorized **[Name of company authorized to use vehicles]** to drive your company's vehicle(s).

The authorization period will commence on **[mm/ dd/ yyyy]** and will terminate on **[mm/ dd/ yyyy]**..

Comment [A2]: Authorization period shall not exceed the term of your LAWA Agreement(s).

We acknowledge as per our insurance coverage on file at LAX that as the vehicle owner we are liable for any vehicular actions resulting in personal injury or damage to airport or tenant property at LAX.

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

Respectfully,

Comment [A3]: Must be signed by any one of the following: Chairman of the Board, President, Vice President, or Secretary. If other than the Secretary, it should be executed by one of the following corporate officers: Any Assistant Secretary, Chief Financial Officer, or any Assistant Treasurer.

[Name of Corporate Officer]
[Title]
[Phone Number]