

SAMPLE LETTER OF VERIFICATION

[Date]

LAX Airfield Permits Office
P.O. Box 92216
Los Angeles, CA 90009-2216

Subject: Letter of Verification

[Your Company Name] has contracted with [Name of Company awarded the contract]. The contract number between [Your Company Name] and [Awarded 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 have reviewed [Name of Company awarded the contract] background and work experience and have verified their capacity and expertise to provide the contracted services at LAX.

They will provide [generalized services, i.e. architectural design, plumbing, electrical services, etc.]. The duties to be performed are as follows:

- [List SPECIFIC job duties]

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)]

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.

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

Respectfully,

[Name of Highest Ranking Local Authority]
[Title]
[Phone Number]

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.

Comment [a3]: Signature required.