

SAMPLE
COMPANY AUTHORIZATION LETTER

[Date]

LAWA Airfield Operations/Ground Equipment Inspection Program (GEIP)
7333 World Way West
Los Angeles, CA 90045-5828
Attention: Sergio Roscelli

Subject: Company Authorization Letter

[Your Company Name] has authorized **[Name of company authorized to use equipment/vehicles]** to operate the equipment and/or vehicles identified on your company's attached inventory list.

The authorization period will commence on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyy] (or, until cancellation by either party upon 30-day written notice)..**

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 Company Compliance Officer]
[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 [a2]: Signature required.