

SPONSORING COMPANY LOGO & NAME

NAME OF PERSON

ADDRESS

DATE

Security Badging Office
City of Phoenix Aviation Department
3300 E. Sky Harbor Blvd.
Phoenix, Arizona 85034

RE: Letter of Verification (LOV

Dear Security Badging Office,

This letter is to advise your office that (Name of Sponsoring Company) will be sponsoring (Company Name that is being Sponsored and mailing address). They will have a contract starting (DATE) that we plan to continue to (DATE). The scope of their work is (state scope of work/project name).

(Company Name that is being Sponsored) will need access to the following [Airport Area(s) and/or Terminal(s)] and [vehicle and/or ped gate(s)]. (Please include a detailed description of the areas the company being sponsored will need to access to under this contract, justification for the access and the type of work being performed in each of those areas).

The Authorized Signer(s) for (Company Name that is being Sponsored is/are):

(Name of Individual(s), Phone, Email, Company Address)

If you have any questions regarding this request or need any additional information, please contact me at (your phone number with area code and email).

Sincerely,

(original signature required)

[Signatory NAME (Should be Primary Authorized Signer of Contract Holder)]
(Job Title)