

To: Pass and ID Office,  
 Ronald Reagan Washington National Airport (DCA) MA-110  
 Washington Dulles International Airport (IAD) MA-216

From: \_\_\_\_\_, \_\_\_\_\_,  
NAME TITLE  
 \_\_\_\_\_  
COMPANY / MA#

Date: \_\_\_\_\_

Re: Introduction Letter for \_\_\_\_\_  
COMPANY NAME

Please be advised that the above identified company will be a:  
 Airline     Tenant     Concessionaire     Governmental Agency

Contractor     Sub-Contractor

Working for \_\_\_\_\_ Contract Number \_\_\_\_\_  
COMPANY NAME

Starting \_\_\_\_\_ and ending \_\_\_\_\_ and will be providing services as described below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The primary point of contact for this company will be:

Primary point of contact:     Check here if will be a certification official

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

As the Sponsor for this contract, I am authorizing the below list of Division(s) (if applicable) and Job Titles to be established for use in assigning an Identification Badge.

DIVISION NAME (IF ANY)	JOB TITLE	BADGE COLOR	"E"	"D"	"DM"

I further understand that I must submit an access request form for each Job Title which details the requested access to the specific areas and card readers needed for the completion of the contract. I understand that any additional access required may only be requested in writing by the sponsor prior to it being reviewed.

If you have any questions or concerns, you may reach me at the following phone number \_\_\_\_\_  
 or via email at \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_