



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: _____

Please select one of the below options.
Note that for contractors and sub-contractors, the Sponsor must select the first option.
 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"

The company identified above will be coordinating with Pass and ID directly to establish the Division(s) (if applicable) and Job Titles to be established for use in assigning an Identification Badge.

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

Signature: _____ Date: _____