

Sample Letter

This letter must be printed on company letterhead.
Include Name, Address, and Telephone Number of Company.

SPONSORSHIP EXTENSION REQUEST LETTER

(DATE)

Kristian Wade
Airport Security Coordinator
Salt Lake City Department of Airports
P.O. Box 145550
Salt Lake City, UT 84114-5550

Dear Mr. Wade:

The purpose of this letter is to request an extension of sponsorship for *(vendor/sub-contractor company name)*. Please extend *(vendor/sub-contractor company name)* until *(expiration date)*.

(Vendor/sub-contractor company name) has been engaged in *(a brief description of activities at Salt Lake City International Airport)* and needs to be extended for *(a brief explanation for extension request)*. *(If additional doors and gates are needed, list here. If current access is sufficient, omit this section.)*

(Your company name) understands that by continuing sponsorship of *(vendor/sub-contractor company name)* for airport identification badges we are still responsible for these badges and will ensure a strict accounting, to include prompt reporting of any lost or stolen badges, and return of all badges upon termination or transfer of any employee. We understand that any badge not returned when no longer needed will be assessed applicable fees, and employees will be assessed a replacement fee for lost and stolen badges. Additionally, we will ensure that *(vendor/sub-contractor company name)* employees who are issued Salt Lake City International Airport identification badges comply with the Airport's Security Program.

At the time of this extension request, *(vendor/sub-contractor company name)* complies with the Department of Airports' insurance requirements. We understand that the Airport reserves the right to increase insurance limits and coverage consistent with industry standards, statute or judicial decision, or Airport policy. These insurance policies will name the Salt Lake City Corporation as additional insured. *(Vendor/sub-contractor company name)* Point of contact: *(include point of contact name, address, and telephone number if point of contact has changed. If point of contact remains the same, omit this section)*

As a condition of any such grant of extension, I acknowledge that any Transportation Security Administration fine levied against the Airport as a result of the actions or omission of any *(vendor/sub-contractor company name)* employee will be paid by *(your company name)*. ***(If extending multiple companies with the same requested expiration date, please attach a second page with company name, point of contact, address, and telephone number; otherwise omit this section.)***

Sincerely,

Signature
(Signature of individual authorized to sign for ID badges)
Cc: Kathy Dearth, Access Control