

**Sample Letter**

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

**BADGE REQUEST LETTER**

(DATE)

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

Dear Mr. Korzep:

The purpose of this letter is to request airport identification badges for *(your company name)*. These badges will be needed until *(expiration date)*.

*(Your company name)* is engaged in *(a brief description of activities at Salt Lake City International Airport)* and will need access through the following vehicle gates and/or doors:

*(List door and gate numbers)*

*(Your company name)* understands that by requesting airport identification badges we are assuming responsibility 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 a \$100 fee, and employees will be assessed a replacement fee for lost and stolen badges. Additionally, we will ensure that *(your company name)* employees who are issued Salt Lake City International Airport identification badges comply with the Airport's Security Program.

We will ensure *(your company name)* has met the following Department of Airports' insurance requirements. All companies having access to the ramp will maintain Commercial General Liability and Business Auto Liability with limits of \$5 million per occurrence. Companies working on airport property but not requiring ramp access shall maintain the same coverage with a \$2 million per occurrence limit. 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.

The point of contact for *(your company name)* is *(include name, address, and telephone number)*

As a condition of any such grant of access, I agree that any Transportation Security Administration fine levied against the Airport as a result of the actions or omission of any *(your company name)* employee will be paid by *(your company name)*.

Sincerely,

Signature

*(Signature of individual authorized to sign for ID badges)*

Cc: Gary Bilbrey, Access Control