

(COMPANY LETTERHEAD)

(To include name, address, and telephone number.)

(SAMPLE TEXT)

Airport Director  
Wilkes-Barre/Scranton International Airport  
Avoca, PA 18641

Dear Sir:

The purpose of this letter is to advise you of (COMPANY NAME) activities at Wilkes-Barre/Scranton International Airport and request authorization to apply for security identification badges.

(COMPANY NAME) is engaged in..... (a brief description of your activities at Wilkes-Barre/Scranton International Airport to include locations on the airport where proposed activities will occur, and the reason why your employees will require access to the secure area of the airport).

To fulfill the requirements of the Wilkes-Barre/Scranton International Airport Security Program and \_\_\_\_\_, the following individual(s) are designated as certification official(s) (must be a company officer or local management representative) and their sample signature(s) appear below.

EXAMPLE:	John T. Doe	Vice President	X _____
	Jane C. Smith	Secretary	X _____
	Tom A. Jones	Station Manager	X _____

The above-named individuals are familiar with the Airport Security Program and will ensure (COMPANY NAME) employees who are issued Wilkes-Barre/Scranton International Airport ID Badges comply with the Program. (COMPANY NAME) will ensure a strict accounting of all ID Badges is maintained, to include prompt reporting of any lost badges and return of ID Badges upon termination or transfer of any employee. (COMPANY NAME) also agrees to pay a two hundred fifty dollar (\$250.00) fine for each badge not returned to the Wilkes-Barre/Scranton International Airport by employees who have been transferred or terminated.

I certify that any Homeland Security fine levied against the airport as a result of any (COMPANY NAME) employee's failure to adhere to the Wilkes-Barre/Scranton International Airport Security Program will be paid by the (COMPANY NAME).

Sincerely,

Signature  
(COMPANY OFFICER OR STATION MANAGER)