

SAMPLE
COMPANY [EQUIPMENT/VEHICLE] AUTHORIZATION
LETTER

[Date]

LAX Airfield Permits Unit
7301 World Way West, Room 100
Los Angeles, CA 90045
Attention: Compliance Manager

Subject: Company [Equipment/Vehicle] Authorization Letter

[Your Legal Company Name and dba (if applicable)] has authorized **[Name of company authorized to use vehicles]** to operate the **[equipment/vehicle(s)]** identified on the attached inventory list at LAX.

The authorization period will commence on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy]**.

We acknowledge as per our insurance coverage on file at LAX that as the **[equipment/vehicle]** owner we are liable for any vehicular actions resulting in personal injury or damage to airport or tenant property at LAX.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[Phone number(s) and email address(es)]**.

Respectfully,

[Name of Corporate Officer]
[Title]
[Phone Number]

Commented [A1]: Letter must be on Company Letterhead. Include: address, city, state, zip, Contact Phone #, Fax #, Email and/or Web Address

Commented [A2]: Authorization period shall not exceed the term of your LAWA Agreement(s).

Commented [A3]: Must be signed by any one of the following: Chairman of the Board, President, Vice President, or Secretary. If other than the Secretary, it should be executed by one of the following corporate officers: Any Assistant Secretary, Chief Financial Officer, or any Assistant Treasurer.