

# COMPANY INTRODUCTION LETTER AND VEHICLE LIST

ABC COMPANY LOGO

(Date)

Airfield Access and Permit Office  
Wayne County Airport Authority  
L.C. Smith Terminal  
Third Floor, Room #347  
Detroit, MI 48242

Re: (Project name and if applicable, C&A or C.I.P. permit number)

To Whom It May Concern:

This letter is to introduce (company name) as a (contractor or vendor) for the project referenced above.

We request DTW A.O.A. vehicle passes for the following list of vehicles. We are requesting access to Air Operations Area (AOA) checkpoint 1 to complete our work.

	<u>MAKE/MODEL</u>	<u>PLATE #</u>	<u>VIN #</u>	<u>YEAR</u>
<b>(Example)</b> →	FORD P/U	TKK-H12	4GFS76RUYHLO	2007

If there are any questions please contact our office at: (\*\*\*) \*\*\*-\*\*\*\*  
Or via my E-mail address, which is [john.doe@samplecompany.com](mailto:john.doe@samplecompany.com)