

TENANT OR PRIME CONTRACTOR LETTER OF INTRODUCTION

ABC COMPANY LOGO

(Date)

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

To Whom It May Concern:

This letter is to introduce (**company name** as a (Vendor Contractor, or sub-contractor) performing the following types of service for our company at the Detroit Metropolitan Wayne County Airport Authority: (**company name**) needs AOA access and cannot go through Dock master because _____

- Deliveries of (product description)
- Repair and maintenance services

If you have any questions regarding this matter, please contact our office at (**area code and phone number**) or via my E-mail at john.doe@samplecompany.com