

<<<<Insert Company Letterhead>>>>

Strictly Private and Confidential

Name

Address

[DATE]

Dear [Insert Name,]

Application is made for TEMPORARY PASS/ES for person/s listed. These persons are employed with [INSERT COMPANY] and require passes to perform their duty from [insert date] to [insert date].

NAME	JOB TITLE	ADDRESS	CONTACT NO.	ID/DP/PP	ISSUE DATE	EXPIRY DATE
JOHN DOE	SALES CLERK	123 ANYHOW LANE , ANYWAY ST. MALICK, BARATARIA	222-2222	1234567	15-10-2018	17-11-2018

I am aware that it is a violation, under the Civil Aviation [(No. 8) Aviation Security] Regulations, 2004 Sec. 32 (a) to knowingly give a fraudulent or intentionally false statement in any Aerodrome Operator Security Programme or an application for any security programme, access medium, or identification medium.

Yours faithfully (sincerely if name is used as addressee)

Name

Position in Company