

YOUR COMPANY LETTER HEAD HERE

Boise Airport  
Credentialing Office  
3201 Airport Way  
Suite 1000  
Boise, ID 83705-5096

To whom this may concern:

**COMPANY NAME** has entered in a contract with **ABC COMPANY** to provide **SERVICES COMPANY IS PROVIDING**. The contract requires **COMPANY NAME** personnel to access the **SIDA, Sterile or General Aviation Area (select one.)**

The following individual(s) are appointed Signatory Authority for **COMPANY NAME** and are authorized to endorse **SIDA, Sterile or General Aviation Area (select one)** unescorted access media applications for our company employees. Their contact information is **EMAIL** and **PHONE NUMBER**.

X

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Signatory Name  
Job Title

Respectfully,

X

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Name  
General Manager