**SAMPLE SPONSORSHIP LETTER**

**[Date]**

**HARRY REID INTERNATIONAL AIRPORT**

Department of Aviation- Business Office

**Attn: Phillip Detmer**

5757 Wayne Newton Blvd.

Las Vegas, NV 89119

**RE: REQUEST TO SPONSOR NEW AVIATION SUPPORT SERVICES PROVIDER COMPANY AT HARRY REID INTERNATIONAL AIRPORT**

**[SPONSORING COMPANY, I.E. NAME OF COMPANY/AIRLINE WHO AWARDED THE CONTRACT]** wishes to contract with/has contracted with **[LEGAL COMPANY NAME OF NEW SERVICE PROVIDER].** The contract number **[If applicable]** between **[LEGAL COMPANY NAME]** and **[SPONSORSHIP COMPANY NAME]** is **[00-000-000-00].** The contract **[began/is scheduled to begin]** **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy]** (or, until by either party upon 30-day written notice).

**[SPONSORSHIP COMPANY NAME]** is providing sixty (60) days notice to Harry Reid International Airport and requests consideration to approve a new Aviation Support Services Operating Permit with **[LEGAL COMPANY NAME].**

**[LEGAL COMPANY NAME]** will provide **[List of Services: security/delivery/ramp services, etc].** The duties to be performed are as follows:

* **[List SPECIFIC duties in detail]**

The services will be performed at:

* **[List ALL specific location(s) where the job will take place (i.e. buildings, terminals, electrical/telecom rooms, perimeter doors, airfield area etc., including portal addresses where appropriate). Justify why the company requires the desired/ requested access.]**

Security Identification Display Area (SIDA) access to the Airport Operations Area (AOA) **[is/is not]** required to perform the duties of the contract.

Tools/ equipment **[will/will not]** be used to fulfill contractual obligations, therefore, vehicle(s) access to the airfield **[is/is not]** required, vehicle(s) **[are/are not]** street licensed.

**[LEGAL COMPANY NAME]** designated authorized Signatory signer(s) **[is/are] [name of the employee(s), job title(s), phone number(s)].**

**[LEGAL COMPANY NAME]** point of contact is **[NAME]** who can be reached at **[PHONE NUMBER]** or **[EMAIL].**

**[Include explanation why the service(s) cannot be provided by a company currently holding an existing Operating Permit]**

**[Include explanation why Sponsorship Company needs to change service providers and any concerns or issues it has with its current provider]**

**[Please list the service providers, Sponsorship Company, considered during its process]**

**[Please provide insight into the criteria used to select the new service provider]**

Should you have any questions regarding this sponsorship letter, please feel free to contact me.

Regards,

//s//

Company / Airline Name

Position & Contact information

cc: John Doe