**SAMPLE**

**LETTER OF VERIFICATION**

**[Date]**

LAX Ground Transportation Services Office

P.O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Verification**

 **[Company you contracted with]**

**LAX Courtesy Vehicle Transportation**

**[Your Hotel/Company Name]** has contracted with **[Company you contracted with].** The contract number between **[Your Hotel/Company Name]** and **[Company you contracted with]** is **[00-0000-00000-00]**. The contract**[began/is scheduled to begin]** on **[mm/dd/yyyy]** and will terminate on **[mm/dd/yyyy] (or, until cancellation by either party upon 30-day written notice)**.

**[Company you contracted with]** provides courtesy transportation services to and from LAX and **[Your Hotel/Company Name]**, with no charge to the rider.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[Phone number(s)/email address(es)]**.

Respectfully,

**[Name of Highest Ranking Local Authority]**

**[Title]**

**[Phone Number]**

**[Email Address]**