**SAMPLE**

**LETTER OF INTENT**

[Date]

LAX Ground Transportation Services

**Attn: Contract Manager, Courtesy Transportation Services**

P.O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Intent for [Your Company Name]**

**[Your Company Name]** has contracted by **[Sponsoring Co., i.e. name of company who awarded you the contract].** 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)**.

We will provide courtesy vehicle transportation services to and from LAX and the following location(s):

* **[list ALL specific location(s) where the service will take place. (i.e. hotel/motel/parking/office business name and address, etc.]**

Transportation is provided by **[Your Company Name]** without direct charge to the rider.

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

Respectfully,

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

**[Title]**

[Phone Number]

[Email]