

(MUST be on your company letterhead with the following sample letter format)

**LIHUE AIRPORT
AOA BADGE REQUEST - LETTER OF INTENT**

Letter of Authorization/Intent

SAMPLE

Date

Airport District Manager Lihue

Airport

3901 Mokulele Loop, Unit 6

Lihue, Hawaii 96766-9706

Dear Sir:

(Your Company/Agency) requests issuance of Lihue Airport AOA identification Badges for the purpose of (state actual business/work/project that requires access to the airport operation area).

The project will expire on or about (month/day/year), or these badges will be renewed annually.

This letter authorizes the following person(s) of (name of company) to sign applications for AOA identification badges:

John Doe, Manager

(Authorized signature)

Jane Doe, Office Manager

Sincerely,

John Doe

Manager