

**SAMPLE**  
**LETTER OF INTENT**

**[Date]**

LAX Airfield Permits Office  
Attn: CSPP Manager  
7301 World Way West, Room 100  
Los Angeles, CA 90045

**Subject: Letter of Intent**

**[Your Legal Company Name]** is committed to compliance with all Certified Service Provider Program (CSPP) standards and requirements for companies operating at Los Angeles International Airport (LAX), including all City of Los Angeles Living Wage Ordinance (LWO) amendments approved by the City Council and Mayor.

**[Your Legal Company Name]** shall comply with the following CSPP-LWO requirements:

- 1) Submit a Certified Service Provider Emergency Preparedness Training (EPT) package to LAWA that meets all requirements and criteria identified in the EPT Program,
- 2) Establish a compensated release time policy to provide LAX employees EPT for 16 hours on an annual basis,
- 3) Ensure 16 hours of compensated release time will only be used to attend Airport approved EPT courses on an annual basis (no carryover),
- 4) Train all new CSP employees within 120 days of hiring, and
- 5) Develop and execute an EPT implementation plan to certify all employees on an annual basis.

**Attached are the following documents:**

- Employer Certification Plan & Checklist
- Training Syllabus/Curriculum
- Training Instructor Resume(s)

**EPT Coordinator Contact Information:**

**[name, title, phone number, email]**

**LAX Authorized Signer Contact Information:**

**[ name, title, phone number, email]**

**[Your Legal Company Name]** understands that failure to comply with the City of Los Angeles LWO requirements will result in the termination of our Certified Service Provider License Agreement (CSPLA) and deactivation of all corresponding badges at LAX.

January 2019

**Comment [a1]:** Letter must be on Company Letterhead.  
Include: address, city, state, zip,  
Contact Phone #,  
Fax #,  
Email and/or Web Address

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

Respectfully,

Comment [a2]: Original signature required.

**[Name of Executive Officer]**

**[Title]**

**[Phone Number]**