

COMPANY LETTERHEAD

(Date)

ID & Access Centre
Brisbane Airport Corporation Limited
PO Box 61
HAMILTON CENTRAL QLD 4007

Dear Sir/Madam

LETTER OF INTRODUCTION

(Insert your company name) wish to introduce *(insert company name)* as a company that has an operational need to carry out work on Brisbane Airport. Staff from *(insert company name)* will require ASICs to perform this work.

If there are any questions, please feel free to phone me on *(insert phone number)*.

Yours faithfully
(insert company name)

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SIGNATURE

.....
NAME

.....
POSITION