

MEMORANDUM

Date: June 1, 2012

To: Jerome Woodard
Director of Security

From: Prime Sponsor (Company Name – Division)
Name & Title

RE: Consulting Strategies for the Airport’s Future – Joint Venture FC-000000000, USA Future request for Security Badging

(Prime Sponsors Name) is the sponsor for USA Future. We would like the Department of Aviation Security Division to allow USA Future to begin the badge process. USA Future is comprised of Think-tank Inc. and Building a Better Future. USA Future is the prime contractor for the above referenced contract and will utilize several sub contractors to perform specific portions of the work.

The following information is provided for your reference:

Project	FC-000000000, Comprehensive Future Services
Company	USA Future 987 Capital Avenue Atlanta, GA 30000
Point of Contact	Mary B. Good (404) 123-4567
Nature of Work	Consulting and Testing for Public Safety
Location of Work	Airport wide
Duration of Work	April 2008 – April 2011
Sub Contractors	Brian Brian & Associates Jim Smart Consulting Firm Intelligent Partners Inc.
AOA Ramp Certification	Yes or No
Vehicle Permits	Yes or No
Company Escort Privileges	Yes or No

If you have any further questions, please call me at (404) 123-4567.

Cc: Security Services
Access Control