

( On Company Letterhead )

## MEMORANDUM

Date: July 1, 2025

To: Keith Jackson  
Senior Director of Public Safety & Security

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

RE: Consulting Strategies for the Airport's Future – Joint Venture FC-0000000000,  
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-mentioned contract and will utilize several sub-contractors to perform specific portions of the work.

The following information is provided for your reference:

Project: FC-0000000000, 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 2025 – April 2028

Subcontractors: Brian Brian & Associates  
Jim Smart Consulting Firm  
Intelligent Partners Inc.

AOA Ramp Certification: ☐Yes ☐No

Vehicle Permits: ☐Yes ☐No

Escort Privileges: ☐Yes ☐No

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

Cc: Credentialing  
Access Control