

COMPANY LETTER HEAD

(Must show current date within last 30 days)

To: Contractor Vetting Office, Provost Marshal Office, Marine Corps Installations
East-Marine Corps Base, Camp Lejeune

Subj: Access to (insert installation) for civilian Contractors and/or vehicle(s)

This is to certify that (Company Name) is contracted/subcontracted under (insert contract number) at (insert job site). (Employee Name) will require to have access from (Insert begin date) to (Insert end date) to complete required work. They will require access to the installation (Day of the week to day of the week (i.e. Mon-Fri)) from (times access is required (i.e. 6:00 am to 6:00pm)).

The point of contact for additional information is (insert POC name), (insert company address), (insert phone number), & (insert email address).

EITHER WET SIGNATURE OR
DIGITAL SIGNATURE
NO COMPUTER FONTS ALLOWED

Signing Official Name
Job Title
Phone Number

*****If these items are not in the company letters you may not be able to gain access.**

Key items:

- Current date
- Company name
- Company address
- Government contract number
- Point of contact name
- Point of contact phone number
- Base requiring access to
- Employee name AS SHOWN ON ID
- Work hours i.e. Mon-Sun 0600-1800
- End date of access
- Point of contact email address