\*\*\*Sample Letter of Delegation from Prime Contractors\*\*\*

COMPANY LETTER HEAD

(Must show current date within last 30 days)

From: Prime Contractor Company Name, Company address

To: Contractor Vetting Office, Provost Marshal Office, Marine Corps

 Installations East-Marine Corps Base, Camp Lejeune

Subj: LETTER OF DELEGATION FOR ACCESS TO (INSERT INSTALLATION) IN

 SUPPORT OF (PRIME CONTRACTOR’S COMPANY NAME) CONTRACT N#####-##-A-####

1. (Subcontractor Company Name) requires access to the installation in support of contract N#####-##-A-####. (Prime Contractor Company Name) authorizes (Subcontractor Company Name) to access the installation on our behalf.

2. It is requested that (Subcontractor Company Name) be provided vehicle passes and Defense Biometric Identification System credentials to facilitate access to construction projects at (insert job location). This company’s personnel require access from (Insert begin date) to (Insert end date) (Day of the week to day of the week (i.e. Monday through Friday)) from (times access is required (i.e. 6:00 am to 6:00pm)) to complete required work. (Subcontracted Company Name) will submit an Authorized Personnel List identifying their employees requiring access.

3. The point of contact (POC) for additional information is (insert Prime Contract Company POC name, email address, and phone number).

EITHER WET SIGNATURE OR DIGITAL SIGNATURE

**NO COMPUTER FONTS ALLOWED**

 Signing Official Name

 Job Title

 Phone Number

**\*\*\*Must include company name and address, company POC’s email and phone, supported contract number, dates and times access is required\*\*\***