\*\*\*Sample Government Sponsor Letter for Contractors\*\*\*

Date

From: Base Entity

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), CONTRACT NUMBER N#####-##-A-####

1. It is requested that (Prime Contractor Company Name) and its subcontracted companies, 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 6:00 pm)) to complete required work.

2. (Company Name) will submit an Authorized Personnel List identifying their employees requiring access. (Company Name) will submit a Letter of Delegation for any subcontracted companies. Any subcontracted companies will also submit Authorized Personnel Lists for their employees.

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

EITHER WET SIGNATURE OR DIGITAL SIGNATURE

**NO COMPUTER FONTS ALLOWED**

Signing Official Name

Job Title

**\*\*\*Must include Prime Contractor name, installation(s) required, contract number, effective dates/times, and government sponsor name, email, and phone number\*\*\***