

On company stationery with name of company and logo if available

Date: Today's Date

To:

UNIVERSITY OF DAYTON
Department of Facilities Management
Key Distribution Office
300 College Park
Dayton, Ohio 45469-2904

Attention: Key Distribution Office

The following is a list of employees who are approved to sign out and possess access keys for all projects at the University of Dayton. All employees have been background checked and drug screened as a contingency of their employment. Additionally, insert company name here, shall bear the responsibility for all keys and access cards checked out by the employees listed below:

Jan Smith –job description, insert company name, Cell (555)555-5555

Jon Doe – job description, insert company name, Cell (555)555-5555

Etc, Etc, Etc...

Signed,

Someone with the authority to authorize an employee for card and key checkouts.

Job title, company