

**SAMPLE LETTER OF INTRODUCTION**

(For employees hired on or after November 1, 1985)

(LETTER MUST BE ON COMPANY LETTERHEAD)

Date: *(Dated Within 5 business days)*

U.S. Customs and Border Protection  
Port Director  
c/o Airport Security Program  
San Francisco International Airport  
P.O. Box 280551  
San Francisco, CA 94128

Dear Inspector:

A background check has been performed on the applicant(s) to the extent allowable by law, including at a minimum references and employment history. Stated employment history had been verified for the preceding five (5) years. To the best of my knowledge the applicant(s) meet(s) the conditions necessary to conduct duties in the U.S. Customs Security Area as outlined in 19CFR122.181

**NAME**                      **DATE OF BIRTH**                      **SEX**                      **SSN#**                      **ZONE**

*(each employee required individual letter)*

The applicant was hired on \_\_\_\_\_ *(date)* \_\_\_\_\_.

Job description: (Please check the category which describes the employee's position)  
Passenger service \_\_\_\_\_ Cargo/Baggage handler \_\_\_\_\_ Porter who assists  
handicapped travelers or travelers with their luggage \_\_\_\_\_  
Mechanic \_\_\_\_\_ Fueler \_\_\_\_\_ Construction worker \_\_\_\_\_  
Technician \_\_\_\_\_  
Other not related to Passenger Processing *(specify)* \_\_\_\_\_.

When approved, please notify \_\_\_\_\_ *(name of Contact)* \_\_\_\_\_ at  
\_\_\_\_\_ *(phone number)* \_\_\_\_\_.

The bond information for \_\_\_\_\_ *(name of company)* \_\_\_\_\_ is:

IRS Number \_\_\_\_\_

Surety Number: \_\_\_\_\_

Customs Bond: \_\_\_\_\_ *(Issued by your insurance broker)*

Sincerely,

\_\_\_\_\_  
*(Original Signature)*

TITLE

First Name, Last Name