

(YOUR COMPANY HEADING)

REF/ISSUE NO.:

Date:

From: Company Security Representative/Authorized Representative

To:

Attn:

Subj: VISITOR AUTHORIZATION LETTER (VAL)

1. Explain purpose for visit and the Division or section to visit. Date visit will take place.

2. Visitor formation below:

First Last Name/SSN	Company
1.	
2.	
3.	

Note: Visitor will carry camera equipment's & recording on-location as per guideline.

3. POC: Company, Security Manager/Authorize representative number/e-mail/fax

SIGNATURE / STAMP