

SAMPLE LETTER REQUESTING KEY(S)

******* COMPANY LETTERHEAD *******

(Address to Construction Project Manager or PPD Department Head)

The following employee(s) of (ABC Construction Company) are authorized to sign for and retain temporary loaner keys from the University of Florida for necessary construction or maintenance services. Our company will assume financial responsibility for any re-keying required due to the loss or misuse of keys.

Name: _____

Position: _____

Our employee will present picture identification and personally sign for all keys. Keys will be issued for the minimum period necessary to accomplish construction or maintenance. Keys will not be duplicated or loaned to others. Keys will be returned to the Construction Project Manager or PPD Department Head before final payment will be received.

Signed:

(Appropriate Company Official)

NOTE:

This request will be approved by the Project Manager or PPD Department Head and forwarded to the PPD Key Shop.

Approved:

Project Manager or PPD Department Head