

(Company Letterhead)

(Today's Date)

McCarthy
2985-C Bear St.
Costa Mesa, CA 92626
Attn: Barbara Copeland

Project: *(Project Name)*
Re: Employee Badges

Dear Ms. Copeland:

(Company Name) certifies that the employees of as listed below have successfully passed Department of Justice (DOJ) background checks and is requesting badges be provided.

1. John Smith
2. John Smith II
3. John Smith III
4. John Smith IV
5. John Smith V

Thank you for your cooperation.

Sincerely,



(Print Name & Signature)
(Title / Position)

CC: File