

SAMPLE PORT PASS SPONSORSHIP LETTER

Any company whose drivers require VPA Port Passes must arrange for a letter of sponsorship from an approved terminal or port tenant.

The sponsorship letter must be on company letterhead and be signed by an authorized signatory of the sponsoring company. The company requesting the access cards must supply a letter on their company letterhead that lists the employees of the company that require cards. An authorized signatory from the requesting company must sign it.

A sample of a sponsorship letter might be something like:

<SPONSORING COMPANY LETTERHEAD>

<DATE>

RE: Port Pass Sponsorship Letter

This letter is to confirm that <TRUCKING COMPANY NAME> is a legitimate port user and requires a Port Pass to access the Port.

<Name of sponsoring company main contact>

<Sponsoring company phone number>

<Sponsoring company fax number>

<Sponsoring company address>

Thank you,

<Authorized signature>

<Title of signatory>

<Contact number of signatory>

Original to issuing agency (BCTA 604-888-2941)

Cc: to company being sponsored
