11 September 2023

Officer-in-charge

Airport Police Division

No.35 Airport Boulevard

Singapore Changi Airport

Singapore 819646

**ENTRY TO SATS AIRFREIGHT TERMINAL 5**

Dear Sir/Mdm,

I am expecting the following personnel from **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (COMPANY NAME)**

For a project work at SATS Airfreight Terminal on  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)**

Please allow entry to the list of personnel below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Name | IC number | **Contact number** | Company's name | Vehicle number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Yours faithfully,

Suffian Bin Jasman

Assistant Manager, Property Management

Tel: 6541 8877 / HP: 9632 0413