ATTN: NQBP Port Security

This letter is to confirm **<first Name> <Last Name>** from **<Company>** requires access to Port of Mackay to **<Reason/Work/Project>** on behalf of **<Company>** from **<Date>** to **<Date> or <for the term of their employment>.**

**<authorising person’s name>**

**<Authorising Person’s Signature>**

**Date:**

Contact #:

Email: