



WORLD TRADE CENTER® PORTLAND

EXAMPLE LETTER TO CORPORATE SECURITY FOR EMPLOYEE ROSTER WITH ACCESS PERMISSIONS:

**To be on company letterhead all to be emailed to corporate.security@pgn.com

July 29, 2016

Corporate Security
World Trade Center Portland
One World Trade Center
121 SW Salmon Street
Portland OR 97204

Emergency Contacts:

Paul Wallman, Cell Phone: XXX-XXX-XXXX
Cindy Laurila, Cell Phone: XXX-XXX-XXXX

Company XYZ authorizes access to **Suite XYZ**, One World Trade Center, to the following employees.

24 hours/7 days a week

Paul Wallman
Cindy Laurila

7 am – 7 pm Monday-Friday

Valarie Lester
Vicki Ingber

Please contact me if you have any questions.

Valarie Lester
Portfolio Administrator
503.828.4733
Valarie.Lester@pgn.com

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