

Sample: Building Pass Cards

(Please note that the request can be made for additional pass cards or to report a voided pass card.)

(Tenant/Company Letterhead)

Date _____

Real Estate Manager
CB Richard Ellis
501 7th Avenue, Suite 210A
New York, NY 10018

Dear _____:

Please supply ("x" amount) of building pass cards to our company.

OR

Please be advised that pass card(s) number 123, and 987 should be voided.

Thank you for your kind consideration.

Sincerely,

(AUTHORIZED TENANT SIGNATURE)