

Sample: After hours pass form

(Tenant/Company Letterhead)

Date _____

Real Estate Manager
Cushman & Wakefield
112 West 34th Street, Suite 1101
New York, NY 10120

Dear _____:

Please allow access to the building and to our premises to the following people on the designated dates:

Thank you for your kind consideration.

Sincerely,

(AUTHORIZED TENANT SIGNATURE)