

**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  
Cushman & Wakefield  
112 West 34th Street, Suite 1101  
New York, NY 10120

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)