

COMPANY LETTERHEAD

Joey Forrest
Senior Roster Director
Contract Services Administration Trust Fund
2710 Winona Avenue
Burbank, CA 91504

Dear Ms. Forrest:

This letter will certify that the below-named individual has been employed by (NAME OF PRODUCTION COMPANY/ PAYROLL COMPANY).

Request is hereby made that, if eligible, this individual be added to the appropriate industry roster and/or grouping as indicated below.

Name:	Last 4 of SSN:
Address:	Phone:
City, State, Zip:	Email:

Classification/Occupation:

Description of Job Duties: (e.g. "Edited feature film 'Project Title'")

Start Date:	End Date:	Total Number of Days Worked:
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Project Status: (e.g. "Premiered at Venice Film Festival – released theatrically in the U.S.")

Project Type: (Feature Film/TV Series, etc.)

If you have any additional questions, do not hesitate to contact me.

SIGNATURE

Print Name

Title