

Date

Jennifer Taylor
Roster Manager
Contract Services Administration Trust Fund
2710 Winona Avenue
Burbank, CA 91504

Dear Ms. Taylor:

This letter will certify that the below-named individual has been employed by [_____ ; _____].
Production Company Production Title

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: _____ Home Phone #: _____
City, State, Zip: _____ Cell Phone #: _____

Occupation:			
Description of job duties:			
Year	Month	Dates Worked (Sample: 4, 5, 6, 12 one line per month)	Number of Days
Total # of Days:			

Project Type: (Please select only one type per letter:	Feature Film Music Video TV Series/Episodic	MOW Direct to Video New Media	Commercial Other _____
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Description and purpose of project:	(i.e. Where aired, broadcast, or shown)
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Check all that apply:	Hired in LA County	Worked in US, territories and possessions including Puerto Rico or Canada (if checked, provide proof of transport)
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Sincerely,

Authorized signature
Title