# YOUR LETTERHEAD

**DATE**

Mr. William Chadwick, Jr.

# Office of Airline Information, RTS-42

Bureau of Transportation Statistics, E34

Research and Innovative Technology Administration

U.S. Department of Transportation

1200 New Jersey Avenue, S.E.

Washington, D.C. 20590-0001

Dear Mr. Chadwick:

We at **YOUR ORANIZATION** are requesting access to the U.S. DOT’s International Passenger Origin-Destination Survey. Please note that our organization does meet the U.S. Citizenship requirement.

We have selected Diio, LLC (“Diio”), located at 1775 Wiehle Avenue, Suite 330, Reston, VA 20190 as our intermediary and vendor for the restricted data. Diio also meets the U.S. Citizenship requirement and understands the restricted uses of the data.

We intend to use the requested DOT data for planning purposes. Specifically, we will use the data to: a) monitor the performance of existing routes; and to b) gauge the viability of potential new routes. Having this information will allow us to more effectively attract new service and retain our current service levels.

We fully comprehend that we may in no way show this restricted data to any person outside of our organization. We also agree to be responsible for safe, secure storage, and disposal of restricted release data in a manner that will safeguard against unauthorized access.

Thank you in advance for your considerations, and please let me know if you have any questions regarding our ability to view this data.

Regards,

**Name**

**Title**

**Your Organization**