**Please provide me with the following for the Client Letter:**

1. Your ID at Client Site (if known):
2. Copy of Your Badge at Client (if applicable):
3. Your Full Legal Name:
4. Country of Birth:
5. Client Name:
6. Client Work Location Address:
7. Client Department:
8. Project Title (if applicable):
9. Your Title at Client:
10. Please provide the top five main responsibilities for your role. Each responsibility should be kept to a maximum of **two** sentences per item.
11. Your Current Pay Rate:
12. Client Manager Name:
13. Client Manager Title:
14. Client Manager Email Address: