

<Host Airport letterhead>

<date and place>

Attn.: ACI Africa

Cc: Mr. Justin Erbacci, Director General, ACI World
Mr. Danny Boutin, Senior Director, Airport Assessment and Services

Subject: APEX Review at <name of the Host Airport>

Dear Mr. Ali Tounsi,

The <name of the Host Airport> is committed to implementing a process to enhance its {cybersecurity/environment/safety/security} (select one) standing and to reach a higher degree of conformity with the applicable standards and industry best practices. We aim to improve airport management and operational efficiencies, in general, and the level of {cybersecurity/environment/safety/security} (select one), in particular.

To this end, we would like to invite ACI to conduct an Airport Excellence (APEX) {cybersecurity/environment/safety/security} review at <name of the airport and mailing address>.

We ask ACI to schedule the APEX Review during (insert month and year), taking into account the availability of the expert assessors required to perform this activity.

As the Host Airport, we will provide all of the necessary documentation available and will coordinate meetings with the relevant stakeholders operating at the airport, as required. We will also cover all of the costs related to the organization of the APEX Review and dispatch of experts for the purpose of the APEX Review, which will be shared during the APEX Review coordination meeting.

For the purpose of organizing the APEX Review, the primary contact person to facilitate all communications and coordination will be {Name and Business title of appointed person}

E-mail address:

Alternate e-mail address:

Business number:

Mobile number:

With best regards,

<name & signature of the airport CEO>