Cockpit Visit Guest Policy Acknowledgment

Date:
To: [Guest Name]
Address: [Guest Address]
Dear [Guest Name],
We are pleased to welcome you for a cockpit visit on [Date of Visit]. As part of our guest policy, we would like to highlight the following guidelines that must be acknowledged and adhered to during your visit:
 Guests must be accompanied by authorized flight crew at all times. Photography is not permitted unless explicitly authorized. Please refrain from touching any controls or equipment within the cockpit. Maintain a respectful demeanor and follow all instructions provided by the crew. All guests must undergo a security clearance prior to accessing the cockpit.
Please sign below to acknowledge that you have read and understood the cockpit visit guest policy.
Signature:
Date:
Thank you for your cooperation and understanding. We look forward to your visit.
Sincerely,
[Your Name]
[Your Position]
[Your Company]