DISTRICT LETTERHEAD

E-mail to: [SLDPR@GDIT.com](mailto:SLDPR@GDIT.com)

Case #: XXXX and USAC Person’s Name

I am writing to request Account Administrator status for the following BEN:

1. Billed entity number:   
2. Account administrator’s name:   
3. Account administrator's job title:   
4. Address:   
5. Account administrator’s phone number:   
6. Account administrator’s email address:

Please notify me when this request has been processed.

Please assign me as a full rights user.

SIGN

Name

Title