



SAMPLE LETTERHEAD FOR AGENCY PURCHASE



PLEASE USE DEPARTMENT STATIONARY

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE IN, 47130

01/XX/20XX

Letter must be submitted within 30 days of this date.

Please include the quantity, part number, and full description of the firearm(s) you wish to purchase. List the model, caliber, type of sights, and other important information about the firearm. This may include the color, trigger (semi or full auto), and barrel length (for long guns).

To whom it may concern:

Our department has authorized the purchase of (10) *Gen 5 Glock G17 9mm pistols with AmeriGlo Bold night sights.*

This will be a departmental purchase and the firearm(s) are not for transfer or resale. Department is not exempt from Federal Excise Tax and is responsible to pay that tax.

Our agency ORI# is XXXXXXXX

ORI required for Class III firearms, suppressors, etc.

If you have questions about this order, call me at 800-XXX-XXXX.

(RANK)

(PRINT NAME)

(SIGNATURE)

Signature must be from chief, sheriff, or authorized ranking officer. Glock requires signature from lieutenant or above.

DEPARTMENT ADDRESS MUST BE INCLUDED

If your department has multiple locations, please specify the exact address where the firearms are to be shipped (range, headquarters, academy, etc.). Must be an agency address.

Please include billing and shipping addresses if they are separate.

Please scan and e-mail the original letter to your sales representative. Faxed letters will not be accepted.

You may also mail the original to your sales rep's attention at:
Kiesler Police Supply, 2802 Sable Mill Road, Jeffersonville, IN 47130.