



OFFICER PURCHASE SAMPLE LETTERHEAD



MUST BE ON DEPARTMENT STATIONARY

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE IN, 47130

This letter is to certify that _____ is purchasing the below listed
weapon to perform his/her official duty as a police officer.

Under penalty of perjury

A records check has been conducted and revealed that he/she has not been convicted in any court of a
misdemeanor crime of domestic violence. This includes a misdemeanor conviction involving the use or
attempted use of physical force committed by a current or former spouse, parent, or guardian of the victim –
or by a person with a similar relationship with the victim.

WEAPON MAKE: _____ **MODEL:** _____ **CALIBER:** _____

GENERATION: _____ **TYPE OF SIGHTS:** _____ **SERIAL NUMBER:** _____
(If applicable) *(Fixed, night sights, or brand/item #)* *(If applicable)*

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-auto), and barrel length (for long guns).

SIGNATURE OF CHIEF, SHERIFF, OR SUPERVISOR



If you are the chief or sheriff, please have next
in command sign your letter.

PRINT NAME/RANK

DATE



Letter must be submitted within 30 days of this date.

PHONE NUMBER

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 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.