

[Department name,  
Address, Phone Number]

[Date]

[Title]

[Department Name]

[Physical Address]

[City, ST Zip Code]

Dear Parro's Gun Shop

Please supply the [Insert Officer Name] with [Quantity] [Manufacturer] [Exact Model] with [Specify Sights] and [Quantity] magazines each. A criminal background check has been completed on [Insert Officer Name] [Date of Birth] with no findings of domestic violence convictions or felonies. These firearms will be used for official duty use and not for resale.

Sincerely,

[Lieutenant or Above]

\*Please note, the criminal background check can not be performed on oneself.

\*\*Please e-mail the letter to:  
LESALES@PARROS.COM