

(Print On Agency Original Official Letterhead Including Symbol-delete this line prior to printing)

6/1/2011

Mr. Sam Walters c/o The Cop Shop, Inc.
803 E. Baltimore Street
Baltimore, MD. 21202-4738

RE: **{Insert Officer's Rank and Full Name}**

Dear Mr. Walters:

{Insert Officer's Name} is a sworn Law Enforcement Officer employed by the **{Insert Agency Name}** and is currently assigned to **{List Current Assignment/s}**. **{Insert Officer's Name}** is purchasing a **{Insert Make, Model, and Caliber of Weapon- Ex. Glock 27, .40 Caliber}** and/or large capacity ammunition feeding devices from The Cop Shop, Inc.

As **{Insert Officer's Name}**'s Commanding Officer, I certify under penalty of perjury that **{Insert Officer's Name}** will use this firearm and/or large capacity ammunition feeding devices for official duties.

I further certify that a records check revealed that **{Insert Officer's Name}** has no convictions for the misdemeanor crime of domestic violence.

If I can be of any further assistance in this matter, please contact me directly at my office at: **{Insert Direct Office Phone Number of Official Signing}**.

Sincerely,

(Signature)

(Date)

(Signature)

(Date)

(Full Name of Commanding Officer)
Rank (Must be of the rank of "Lt." or above)
Current Assignment of Signing Officer

(Purchasing Officer Name)
Rank
Current Assignment