

[Department name,
Address, Phone Number]

[Date, must match tax exemption form date]

[Title]

[Department Name]

[Physical Address]

[City, ST Zip Code]

Dear Parro's Gun Shop

Please supply the [Insert PD Name] with [Quantity] [Manufacturer] [Exact Model] with [Specify Sights] and [Quantity] magazines each. These firearms will be used for official duty use and not for resale.

Sincerely,

[Lieutenant or Above]

**Please e-mail the letter to:
Henry@parros.com