

**(SAMPLE TEST & EVALUATION LETTER TYPE)
(Fax # 919-662-1573)**

Use Department Letterhead

Date:

Lawmen's Safety Supply
3319 Anvil Drive
Raleigh, NC 27603

To Whom It May Concern:

Our department has spoken with your representative, Lawmen's Safety Supply, concerning your line of weapons. We would like to closely examine and test the below listed items:

IMPORTANT: List the model(s) and caliber you wish to test

Currently we have approximately _____ certified officers. The total strength of officers for the department is approximately _____. We have (number) _____ percentage of departmental issue firearms at this time. The type of weapon we have now is (model and caliber).

We would appreciate your speedy consideration of this request. An anticipated date of return to you would be on or about sixty (60) days from date of receipt. The weapons should be shipped to:

(Please include contact name, address and telephone number)

I also assume the responsibility for the department, at our expense, to return these weapon(s) back to Vendor.

Again thank you for your consideration of this request and we look forward to examining your products.

Sincerely,