



## SAMPLE LETTER FOR GOVERNMENT AGENCY PURCHASING IMPORTED FN FIREARMS AND OR RESTRICTED AMMUNITION



KIESLER POLICE SUPPLY  
2802 SABLE MILL RD  
JEFFERSONVILLE IN, 47130

01/XX/20XX

(Note: In this example, the department is purchasing firearms OR ammunition from a licensed dealer. If the order includes NFA firearms or restricted ammunition, the dealer must also be qualified under the NFA to deal in NFA firearms. The dealer will submit the letter to the importer for attachment to the import application.)

Dear Mr. Doe:

This is an order for *(quantity)*, *(part number)*, *(description of ammunition (See Reference Sheet), including type, manufacturer, and model)* at the price of *(amount)* each, plus shipping charges, for *(name of department, sheriff's office, or agency)*.

The number of sworn full time officers in our *(department, office, or agency)* is *(number of officers)*. These officers are authorized by law to make arrests and carry firearms or use the ammunition in the performance of their official duties.

This order is being paid for with funds that our *(department, office, or agency)* is authorized to use under law for the acquisition of equipment *(Note: If funds of individual officers are being used to buy departmental firearms or ammunition for the officers' official use, then add "including funds from individual officers who may be required to pay in whole or in part for their equipment to carry out their official duties.")*. These firearms and or ammunition will be the property of our *(department, office, or agency)* and are not being acquired for the purpose of resale or transfer, and they will be used to carry out its official responsibilities and duties.

Our agency ORI# is XXXXXXXX.

The telephone contact number for this *(department, office, or agency)* is *(telephone number)*.

(If a purchase order has been issued by the department for the purchase of the firearms and or ammunition, then add the statement here that "Enclosed is our *(department's office's, or agency's)* purchase order for these firearms and or ammunition.)

Sincerely yours,

*(Name of department, office, or agency)* \_\_\_\_\_

Name and title of signing official – must be the Chief or Sheriff or **highest ranking official**.

**NOTE: LETTERS MUST BE DATED NO OLDER THAN 4 MONTHS**

- Please follow this format and place it on official department stationary.
- This letter is only to be used in place of a department purchase order.
- This letter must be returned with a federal excise tax exemption form.

**DEPARTMENT'S PHYSICAL ADDRESS MUST BE LISTED**

**\*\*If the address' differs from the department stationary please add an additional line(s) with the billing/shipping information.**