

**Letterhead Example For Ordering
Tax-exempt Weapons
Police Department
ANYTOWN, ANYSTATE**

Office of Chief of Police
Police Department
100 Police Plaza
Anytown, AS 99999

January 1, 2003
Oklahoma Police Supply, LLC
6120 E. Admiral Blvd
Tulsa, OK 74115

Dear Sirs:

Our agency has authorized the purchase of 10 AR-15 Colt Carbines. This will be a law enforcement agency tax exempt purchase. Please deduct all federal taxes from the purchase price. FOR DEPARTMENTAL USE ONLY.

If you have any questions about this order please contact me personally at 1-000-000-0000. (YOUR OFFICE TELEPHONE)

Respectfully Submitted,
(Chief or Sheriff)

PLEASE NOTE

PLEASE FOLLOW THIS FORMAT AND PLACE IT ON OFFICIAL LETTERHEAD
STATIONERY.

THIS LETTER IS ONLY TO BE USED IN PLACE OF AN AGENCY PURCHASE ORDER.
THIS LETTER MUST BE RETURNED WITH A FEDERAL EXCISE TAX EXEMPTION FORM.
(SEE FORMS PAGE)

ORIGINAL INK SIGNATURE, NO STAMPS