

SAMPLE LETTER:

INDIVIDUAL OFFICER TRAINING REQUEST

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****LETTER MUST BE ON OFFICIAL STATIONARY****

December 19, 2006

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John E. Vinson, Director
Rocky Mountain Information Network
PO Box 41370
Phoenix, AZ 85080

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The Missoula County Sheriff's Office in Missoula, Montana would like to send Investigator Smith to a Street Gang class held in Las Vegas, NV on June 5-7, 2007. Our training funds have been depleted and all attempts to secure moneys from other sources have failed.

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The department does not have funds to cover all of the training costs and we would like the following financial assistance:

Airfare	\$450
Hotel – 4 nights lodging @ \$50	\$200
Tuition	\$150
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Total	\$800

The department can cover:

Per diem– 4 days @ \$30	\$120
Rental vehicle	\$150
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Total	\$270

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Officer (attendee) agrees to share this instruction with his unit as this training will enhance our department's ability to investigate multi-jurisdictional crimes involving street gang activity. We realize that these funds are reimbursable upon completion of the submission of original receipts, **W-9 form, and proof of attendance.**

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Sincerely,
Agency Head
Missoula County

Instructions

1. The request must be on departmental letterhead. It is acceptable to fax request for faster processing, however original letter must be sent for file.
2. Address the letter to Director John E. Vinson, **BUT** send the letter to your state Field Services Coordinator for processing.
3. Applying agencies must attempt to secure funds from other possible sources before soliciting RMIN and include a relevant sentence.
4. Provide a breakdown of requested funding AND a breakdown of what the department's buy-in costs will be.
5. Before submitting request, all members must inform their agency RMIN Representative of the application so as to coordinate requests among the agency's members.
6. Request letter must be signed by **the organizational head or his/her designated representative.**