

# SAMPLE LETTER:

## CO-SPONSOR 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 Big Horn County Sheriff's Office in Greybull Wyoming would like to co-sponsor an Interview & Interrogation school during March 1-3, 2006. We have identified a vendor who has provided estimated costs, and our agency requests the following assistance:

Speaker's Airfare	\$450
Speaker's Hotel – 4 nights lodging @ \$50	\$200
Tuition for 25 RMIN members	\$1,750
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Total	\$2,400

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The department can cover:

Speaker's Per Diem– 4 days @ \$30	\$120
Rental vehicle	\$150
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Total	\$270

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We anticipate approximately sixty attendees, and with RMIN support we can decrease the traditional tuition of by 50%. This training will enhance our department's ability to investigate multi-jurisdictional crimes by conducting more thorough interviews and our department's attendees agree to share this instruction with neighboring agencies. We realize that these funds are reimbursable upon completion of the submission of original receipts and W-9 form. **We also understand the funds will *only* be reimbursed directly to our agency or government entity.**

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Sincerely,  
**Agency Head**  
Big Horn 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. When possible, select a vendor and obtain estimated costs to produce the class. It is not necessary to assign specific dates prior to application
4. Provide a breakdown of requested funding AND a breakdown of what the department's buy-in costs will be. RMIN can reimburse for lodging, conference room rental, speaker's per diem, printing costs, travel, audio/visual rental, and tuition for RMIN member's. **Reimbursements for tuition will be for exact number (up to \$\$ awarded) of RMIN members in attendance.**
5. Please include the estimated attendance and savings to the participants due to RMIN co-sponsorship.
6. Before submitting request, all members must inform their agency RMIN Representative of the application so as to coordinate requests among the agency's members.
7. **Request letter must be signed by the organizational head or his/her designated representative.**
8. **Awards will only be granted to member agencies in good standing.**