

## APPENDIX D

### SAMPLE FORM LETTERS

#### FORM LETTER OF GOVERNMENT AGENCY PURCHASING IMPORTED FIREARMS

(Note: In this example, the department is purchasing firearms from a licensed dealer. If the order includes NFA firearms, 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.)

*(Letterhead of the Department)*

*(Date)*

Mr. John Doe  
Doe's Police Supplies  
*(Address)*

Dear Mr. Doe:

This is an order for *(quantity)* *(description of firearms, including type, manufacturer, model, and caliber)* 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 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 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 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.

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, then add the statement here that "Enclosed is our (department's, office's, or agency's) purchase order for these firearms.")*

Sincerely yours,

*(Name of department, office or agency)*

By: \_\_\_\_\_  
*(Name and title of signing official)*

# FROM IMPORTER FORM LETTER OF DEALER ORDERING NFA SALES SAMPLE

(Note: In this example, a licensed dealer qualified to deal in NFA firearms is purchasing an NFA sales sample from a licensed importer qualified under the NFA to import such firearms. This letter, together with the letter of the law enforcement agency requesting a demonstration of the firearm, will be attached to the importer's application to import the firearm on ATF Form 6.)

*(Letterhead of the Dealer)*

*(Date)*

Mr. Richard Roe  
Roe & Son, Importers  
*(Address)*

Dear Mr. Roe:

This is an order for *(describe the firearm by type, manufacturer, model, and caliber)* at the price of *(amount)*, plus shipping charges.

The firearm will be used by Doe's Police Supplies in a demonstration of the firearm to the *(name of the government department, office, or agency)*. Attached is the letter of *(name of the department, office, or agency)*, dated *(date)*, requesting the demonstration.

The firearm is particularly suitable for use as a law enforcement weapon *(add here a statement showing why it is suitable for such use and cite examples of its use by other agencies if known)*. The firearm is currently in production by *(name and location of foreign manufacturer)*, so quantities of the firearm are readily available to fill any subsequent orders for the firearm from *(name of the department, office, or agency asking for the demonstration)*.<sup>233</sup>

Sincerely yours,

Doe's Police Supplies

By: \_\_\_\_\_  
*(Name and title of person signing)*

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<sup>233</sup> If the dealer has no information on the availability of the firearm to fill subsequent orders, the importer should include a statement in its letter transmitting the permit application to ATF showing availability for future sales. Also, if the firearm is not currently in production, other facts must be shown establishing that there are quantities available to fill future orders.

## FORM LETTER FOR GOVERNMENT AGENCY TO REQUEST A DEMONSTRATION OF AN NFA FIREARM

(Note: In this example, the department is requesting a licensed dealer to obtain an imported NFA “sales sample” for demonstration to the department. The dealer must 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.)

*(Letterhead of the Department)*

*(Date)*

Mr. John Doe  
Doe’s Police Supplies  
*(Address)*

Dear Mr. Doe:

The *(name of the department, office, or agency)* would like a demonstration of the *(describe the firearm by type, manufacturer, model and caliber)* for possible future purchase and use of our officers in the performance of their official duties.

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 in the performance of their official duties.

The firearm requested for demonstration is particularly suitable for use as a law enforcement weapon. *(add here a statement showing why it is suitable for such use and cite examples of its use by other agencies if known)*.

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

Sincerely yours,

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

By: \_\_\_\_\_  
*(Name and title of signing official)*