



(SAMPLE TEST & EVALUATION LETTER TYPE)

**MUST BE ON
DEPARTMENT LETTERHEAD**

Law Enforcement Sales / T&E Request
SIG SAUER Inc.
18 Industrial Drive
Exeter, NH 03833

(Today's Date)

Dear Law Enforcement Sales,

Our department has spoken with your representative, **(Representative's Name)**, concerning your line of weapons. We would like to closely examine and test the below listed items.

(IMPORTANT: List all models you wish to test, including caliber, trigger system, and type of sights.)

Currently we have approximately _____ certified officers. The total strength of officers for the department is approximately _____. We have **(number)** percentage of departmental issue firearms at this time. The type of firearm we have now is **(model and caliber)**.

We would appreciate your speedy consideration of this request. An anticipated date of return would be on or about forty-five (45) days from the date of receipt. The firearms should be shipped to:

(Please include contact name, address and telephone number)

I also assume the responsibility for the department, at our expense, to send the firearm(s) back to SIG SAUER, Inc. I understand that I will receive a memo invoice from SIG SAUER, Inc. for these firearms that will not be valid unless I fail to return the firearm(s) within the agreed upon forty-five (45) day period.

Sincerely,

Return Process:

- Return samples to the above address.
- Mark package:
 - Attn: Order Number xxxxxx (The order number can be found on your packing list)