

***SAMPLE REQUEST LETTER***  
***Please re-type with your***  
***Law Enforcement Agency (LEA) or***  
***Community-Based Organization (CBO) Letterhead***

DATE

Lieutenant Colonel Chad Sackett  
Department of Military Affairs  
600 Cedar Street  
St. Paul, Minnesota 55101-2597

Lieutenant Colonel Sackett,

This is an official notification that the REQUESTING AGENCY requests Military Support assistance in conducting drug demand reduction operations at EVENT on DATE. The operation will occur in COUNTY.

The National Guard is asked to land a helicopter at LOCATION, ADDRESS INCLUDING ZIP CODE, at approximately ARRIVAL TIME, deliver a counterdrug message to NUMBER children, (GRADE), and NUMBER adults, and depart at approximately DEPARTURE TIME. This landing site is in Minnesota Legislative District NUMBER and Congressional District NUMBER.

Specific legal authorization (i.e. landing authorization, etc.) will be the responsibility of the REQUESTING AGENCY as may be required. Communications will be maintained with support elements and we will respond to any emergency situation.

If you have any questions or concerns, please contact NAME, TITLE at \*PHONE NUMBERS.

LEA or CBO Signature  
LEA or CBO Signature Block

***\*Please also provide your pager, cell phone, and dispatch numbers,  
in case we need to contact you at the last minute.***

***Don't forget to include a map of the landing location  
with any possible obstacles!***