

**(Sample Request Letter)**  
***Your Agency Letterhead***

November 12, 20XX

Lieutenant Colonel Chad Sackett  
Counterdrug Coordinator  
600 Cedar Street  
St. Paul, MN 55101-2597

Dear Lieutenant Colonel Sackett,

We are requesting type of support (aerial, ION Scan, or other) support from the counterdrug program to conduct mission or training event (aerial marijuana observation, SRT training, highway interdiction, or other).

We are requesting this support at time (if known) on Month Day, Year (give a window of time for aerial support, if possible, to allow for bad weather and scheduling conflicts).

Additional information as necessary.

The point of contact for this request is Deputy McGruff at (xxx) xxx-xxxx.

Thank you for your consideration,

\\\\\\\\\\\\\\\\signed\\\\\\\\\\\\\\\\\\\\

John Law  
Sheriff, Xxxxxxxx County