

EXAMPLE LETTER

Police Department Name
Address
City, State, Zip Code
Phone Number
Email Address

DATE OF REQUEST

ATTENTION: Adoptions/Dispositions Coordinator

1. Police Department Name and Location?
2. What type of dog you are looking for, i.e. breed, gender?
3. What the dog will be used for, narcotics, explosives, tracking, attack work?
4. Who will handle the dog and what type of K9 training they have received or will receive prior to receiving the dog?
5. How and where the dog will be kenneled when not working?
6. Where the dog will receive veterinary treatment, need to know physical address and phone number of veterinarian.
7. Include any additional information you think may be pertinent.

Handler Information:

Name:

Primary Phone Number:

Alternate Phone Number:

E-mail Address:

Date of Birth:

Driver's License Number/State of Issue:

SIGNATURE BLOCK

Name, Title

Phone Number

(must be signed by Head of Requesting Agency)

*All questions and requests should be submitted to mwd.adoptions@us.af.mil.