**March 9, 2017**

Christie Myers, Chief of Probation

County of Tulare

County Civic Center

221 S. Mooney Blvd., Room 206

Visalia, CA 93291

**RE: Request for authorization to carry a concealed weapon**

Dear Chief Myers,

I am an honorably retired probation officer and retired from the department effective **Month Day, Year**. Per department policy number 4.24, this letter is my written request that I be issued a department identification card with an endorsement to carry a concealed weapon.

Please do not hesitate to contact me any request for documentation or information necessary to process this request. Thank you for your prompt attention to this matter.

Sincerely

John Smith

12 Main Street

Visalia, CA 12345

(123) 123-1234