



# SAMPLE AGENCY AUTHORIZED LETTER FOR ONLINE PURCHASING



**PLEASE USE DEPARTMENT STATIONARY**

KIESLER POLICE SUPPLY  
2802 SABLE MILL RD  
JEFFERSONVILLE IN, 47130

01/XX/20XX



Letter must be submitted within 30 days of this date.

To whom it may concern:

The contact listed below is authorized to have access to our agency account through kiesler.com online portal and can purchase on behalf of the account from \_\_/\_\_/\_\_ through \_\_/\_\_/\_\_ (max. 1 year).

Authorized purchaser:

**Name:** \_\_\_\_\_

**Rank/Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

If you have questions about this order, call me at 800-XXX-XXXX.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(RANK)

(PRINT NAME)

(SIGNATURE)



Signature must be from chief, sheriff, or authorized ranking officer.



### DEPARTMENT ADDRESS MUST BE INCLUDED

If your department has multiple locations, specify the exact address where firearms are to be shipped (range, headquarters, academy, etc.). Must be an agency address. Please include billing and shipping addresses if they are separate.

Please scan and e-mail the original letter to [service@kiesler.com](mailto:service@kiesler.com). Faxed letters will not be accepted. You may also mail the original to your sales rep's attention at: Kiesler Police Supply, 2802 Sable Mill Road, Jeffersonville, IN 47130.