**AGENCY LETTERHEAD**

*(Date)*

Chief R. Alan Benefield

Executive Secretary

Alabama Peace Officers’ Standards & Training Commission

P. O. Box 300075

Montgomery, AL 36130

SUBJECT: Request for a Waiver for Lateral Entry Equivalency Training

Chief Benefield,

*(Officer Name)* was hired as a full time law enforcement officer on *(mm/dd/year)* , by the  *(Agency Name)* . Officer \_\_\_\_(name)\_\_\_\_\_\_ graduated from the \_\_\_\_\_(*Police Academy)\_\_\_\_\_\_* in \_\_\_*City/State*\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_(*mm/dd/year)*\_\_\_\_where [he/she] received \_\_\_\_\_\_\_ hours of basic law enforcement training and issued certification/license number \_\_\_\_\_\_\_\_\_\_. Officer \_\_\_\_(name)\_\_\_\_\_\_ subsequently served as a certified law enforcement officer with the \_(*Former Police Agency)*\_\_ for \_\_\_\_ years. Officer \_\_\_\_(name)\_\_\_\_\_\_’s last date of employment as a full time certified law enforcement officer with the \_\_\_\_\_(*Previous Agency)*\_\_\_\_\_\_\_ in \_\_(*City/State/County)\_\_\_* was \_\_\_(*mm/dd/year)\_\_\_\_.*

This letter is being submitted as an official request for a waiver for lateral entry equivalency training for Officer \_\_\_(name)\_\_\_\_\_\_ to attend the lateral/refresher course on *\_\_(Date of Academy)\_\_* at the \_\_\_\_\_*(Lateral Academy Requested)\_\_\_\_.*

Respectfully,

(Chief Law Enforcement Officer)

(Department)