



Anytown Fire Company
123 Your Street
Your Town, Your State, Your Zip
(000)000-0000



Date: June 01, 2020

Terry Farrell Firefighters Fund
 510 Grumman Road West
 Bethpage, NY 11714

My name is Fire Chief _____ of the _____ Fire Company, we are formally requested for consideration for apparatus donation for the _____, as advertised.

Insert information here about your company/department. List information such as your company/department statistics, membership roster amount, amount of calls, funding. Be sure to add important information about annual budget(s), income, and current apparatus conditions you are currently using.

Insert any additional information the Terry Farrell Firefighters Fund can use when selecting potential candidates to receive a donation.

An EXTREMELY IMPORTANT item of this letter to NOT be left out:

SIGNED:

Fire Chief _____ President/ Commissioner: _____
 Printed _____ Printed: _____
 Date: _____ Date: _____

****ALL LETTERS OF REQUEST MUST BE MAILED VIA UNITED STATES POST OFFICE
 Any other submission will not be accepted and will result in disqualification.**