

INTRADEPARTMENTAL CORRESPONDENCE

(Date)
(Ref No.)

TO: Commanding Officer (Bureau)

FROM: Commanding Officer, (Area/Division)

SUBJECT: LOS ANGELES POLICE FOUNDATION GRANT REQUEST – RESTRICTED
ACCOUNT

NAME OF GRANT:

It is requested that (Area/Division) be approved for (Grant Name). Approval of this grant benefits the Department as follows:

Explain why approving this grant would benefit the Department as well as how the Department can maintain or support request if approved (if applicable). Include a contact name and telephone number of who can respond to any questions or concerns that each level of review might have.

(name of commanding officer, rank)
Commanding Officer
Area/Division

APPROVED:

(name of commanding officer, rank)
Commanding Officer
Bureau

Attachment