



STATE OF CONNECTICUT
MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
360 BROAD STREET – ROOM #113
HARTFORD, CONNECTICUT 06105-3706

[DATE]

[NAME]
[STREET]
[CITY], [STATE] [ZIP]

Dear [NAME]

This letter is to notify you that your horse [NAME OF HORSE] did not pass the Connecticut Military Department (CTMD) on-site trial evaluation. Unfortunately, CTMD must decline your offer to donate [NAME OF HORSE].

The Unit Horse Officer will be contacting you shortly to arrange returning [NAME OF HORSE]. CTMD will also return all records you provided to assist in the horse evaluation process and any pertinent records made while [NAME OF HORSE] was participating in the trial evaluation.

Point of contact for this memorandum is the undersigned at [PHONE NUMBER & E-MAIL].

[SIGNATURE]
[PRINTED NAME]
CTMD Fiscal Office

cc:
The Adjutant General
Assistant Adjutant General
Commandant
Unit Horse Officer
State Agricultural Worker
File – CTMD Property Records