



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 inform you that the Connecticut Military Department (CTMD) is retiring [NAME OF HORSE] from service in the Governor's Horse Guard (GHG). CTMD is retiring [NAME OF HORSE] due to [REASON FOR RETIREMENT].

[NAME OF HORSE] provided outstanding service in the GHG's herd and will be missed. As you may recall, when you donated your horse, CTMD promised to notify you when [NAME OF HORSE] could no longer meet the GHG's requirements to inquire if you would like [NAME OF HORSE] returned. If you are either unable or unwilling to accept the return, the CTMD will move forward with the next step of retiring [NAME OF HORSE]. CTMD retires all horses with dignity and respect, with the best interest of the horse in mind.

Please complete the enclosed Acknowledgement of Acceptance or Rejection and return in the postage paid addressed envelope by [DEADLINE/DATE]

If you have any questions regarding this notification, please contact me at [PHONE NUMBER & E-MAIL].

Sincerely,

[SIGNATURE]
[TYPED NAME]
CTMD Fiscal Office

Copy Furnished:
CTMD-OTAG
CTMD-FAS
CTMD-MAPO
CTMD- SAW
CTMD-UHO
GHG CMDT