



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]

This letter is to confirm that we have received your request to have [NAME OF HORSE] returned to you upon retirement from the Governor's Horse Guard (GHG). When CTMD transfers ownership to you, the State of Connecticut will be free of all liability, responsibility, and cost for the future care of the horse.

A representative from the GHG will contact you to coordinate the transfer ownership of [NAME OF HORSE] to you.

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

Sincerely,

[SIGNATURE]
[PRINTED NAME]
CTMD Fiscal Office

Copy Furnished:
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GHG CMDT