



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]

I write to inform you that the Connecticut Military Department (CTMD) completed the auction for the horse named [HORSE NAME]. Your bid is the successful bid.

Please send a check made payable to “Treasurer – State of Connecticut” and deliver to the following address.

Connecticut Military Department
Governor William A. O’Neill Armory
Attention: Fiscal Administrative Supervisor
360 Broad Street – Room #223
Hartford, CT 06105

You have 30 days from the date of this letter to make payment and immediately thereafter to take [NAME OF HORSE] into your custody. Coordinate picking up [NAME OF HORSE], with the following.

[RANK AND NAME OF HORSE OFFICER], Unit Horse Officer
[PHONE NUMBER, EMAIL ADDRESS]

[SAW’S NAME], Unit State Agricultural Worker
[PHONE NUMBER, EMAIL ADDRESS]

Thank you for caring for this wonderful horse that has served the state militia with dignity and honor. If you have questions, please contact me at [PHONE NUMBER].

Sincerely,

[SIGNATURE]
[PRINTED NAME]
[CTMD FISCAL OFFICE]

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