

Date: _____

Texas Department of Criminal Justice
Attn: Correctional Training & Staff Development
P. O. Box 99
Huntsville, TX 77340

From: _____ (Name as it appears on agency records)

_____. (How you prefer to receive the response –
fax, email, USPS)

City, State, Zip (If applicable)

Dear CTSD Staff:

Please accept this letter as an Open Record Request for the following two items:

- 1.) A copy of my most recent In-Service (or Pre-Service) training records reflecting my demonstration of handgun proficiency; and
- 2.) My Verification of Employment as a correctional officer with the Texas Department of Criminal Justice,

Thank you for your assistance with my request.

Sincerely,

Signature

Full Social Security Number