



(To be placed on the P&P District's letterhead)

Date

The Honorable Chief Judge Name
Chief Judge
City/County Name Circuit Court
Court Address
City/County, Virginia Zip Code

Your Honor:

Pursuant to Section 53.1-144 of the Code of Virginia, I am recommending PO Name(s) for authorization for a period of one year/an indefinite period.

I have enclosed a prepared order to effect such authorizations should the Court concur.

Respectfully,

Chief Name
Chief Probation and Parole Officer

Enclosure

