

Date \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

**I respectfully request that you forward to the Marion Police and Fire Commissioners any and all information that you may have concerning me, my work record or my reputation.**

**Please give any information that may appear in my personnel file. This information is to be used to determine my qualifications and fitness for the position I am seeking with the Marion Police Department.**

**I hereby release you and/ or your employer from any liability and damage of any nature as a result of furnishing information requested above.**

**Signature** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_