



(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 Code of Virginia §53.1-144, 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,

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Chief Name  
Chief Probation and Parole Officer

Enclosure

