NON-MERIT/UNCLASSIFIED
EXAMPLE 12:040 LETTER

Note: The agencies headed by an elected official do not require this form.

THIS DOCUMENT SHOULD SERVE ONLY AS AN *EXAMPLE* OF WHAT A NON-MERIT/UNCLASSIFIED 12:040 LETTER SHOULD LOOK LIKE. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE SUBMISSION.

[DATE OF LETTER]

The Honorable Matthew G. Bevin
Governor of Kentucky
State Capitol Building
Frankfort, KY 40601

Dear Governor Bevin:

As provided in KRS 12:040, I am requesting that you appoint [NAME OF APPOINTEE] to the position of [NAME OF POSITION], of the [AGENCY NAME], within the [CABINET NAME], to be effective [DATE].

Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]

APPROVED:

_____
Matthew G. Bevin
GOVERNOR OF KENTUCKY