



NON-MERIT/UNCLASSIFIED
EXAMPLE 12:210 LETTER
For Non-Merit/Policy Making Positions g
NOT within an Attorney Classification

Note: The following departments do not require this letter:

Unified Prosecutorial System (31030)
Attorney General (31040)
Governor's Office (31090)
Lt. Governor's Officer (31085)
Public Advocacy (37515)

THIS DOCUMENT SHOULD SERVE ONLY AS AN *EXAMPLE* OF WHAT A NON-MERIT/UNCLASSIFIED 12:210 LETTER SHOULD LOOK LIKE, WHEN REQUESTING AUTHORIZATION FOR AN EMPLOYEE WITH AN ACTIVE LAW LICENSE, TO PROVIDE LEGAL SERVICES WHILE WORKING IN A NON-MERIT, POLICY MAKING CLASSIFICATION, OTHER THAN AN ATTORNEY CLASSIFICATION. 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 by in KRS 12:210, this is to request your approval to grant [NAME OF APPOINTEE] the authorization to provide legal services in [HIS/HER] role of [NAME OF NON-MERIT/POLICY MAKING POSITION] within the [AGENCY NAME] of the [CABINET NAME], to be effective [DATE].

Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]

APPROVED:

Matthew G. Bevin
GOVERNOR OF KENTUCKY