**YOUR LETTEREHEAD**

**INSERT DATE**

Pleasant Hill Police Department

Attn: Community Resource Officer

330 Civic Drive

Pleasant Hill, CA 94523

Re: Trespass Arrest Authorization for **INSERT BUSINESS/PROPERTY NAME**

**INSERT BUSINESS/PROPERTY ADDRESS**

Dear Police Officers of the Pleasant Hill Police Department,

As Property Managers/Agent of the Owner of the building located at **PROPERTY ADDRESS**, Pleasant Hill, CA, we hereby grant to the Pleasant Hill Police Department full authority to cite and/or arrest anyone on our properties who are found to be in violation of the law (including state/federal/municipal codes).

We further authorize the Pleasant Hill Police Department, on behalf of the ownership/management of the building and the tenants of the building (including their agents/employees), to issue trespass warnings upon persons who loiter, camp, panhandle or otherwise disrupt the peaceful function of normal business. Upon issuance of a trespass warning, the warning shall last for one year and apply to the individual’s return to the entire property, not merely the business of the issuing tenant/agent.

You continued law enforcement is appreciated. If you have any questions or further recommendations to keep our property a safe place for out tenants, employees or patrons, please contact: **YOUR NAME AND PHONE NUMBER.**

Sincerely,

Signature

**Name**

**Title**