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**INTEROFFICE MEMORANDUM**  
**Oklahoma Department of Corrections**  
**[Sender's Division or Facility or Unit Name]**

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**DATE:** [Date, Example: May 29, 2020]

**TO:** [Recipient's name and title]  
[Recipient's division/facility/unit name]

**FROM:** [Sender's name and title]

**SUBJECT:** [Subject]

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[Type your memo text here]

*FOR MEMORANDUMS REQUIRING THE DIRECTOR'S APPROVAL, the following section should be included. Please delete if approval is not required.*

Approved

Denied

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Justin Farris, Acting Director

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Date