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

DATE: [Date, Example: October 13, 2022]

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

FROM: [Sender's name and title]

SUBJECT: [Subject]

[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

Steven Harpe, Director

Date