Return to Sender Notification

Date: ____________________________________________________________

To: ______________________________________________________________

________________________________________________________________

From: __________________________
Postal Clerk/Staff

The Oklahoma Department of Corrections regrets to inform you that your correspondence must be returned. Our policies and procedures limit the items that may be received through the mail and your correspondence contained the following unacceptable items or is undeliverable:

☐ Stamps ☐ Cash ☐ Stamped Cards

☐ Stamped Envelopes (not from the Innocence Project)

☐ Magazines (not from vendor) ☐ Envelopes with stickers

☐ Unsigned Money Order(s) ☐ Unauthorized Correspondence

☐ Suspected contamination with body fluids

☐ Other: _______________________________________________________

Inmate Name/ODOC #: ____________________________

Envelope - ☐ $0.05 ☐ $0.10: __________

Postage: __________

TOTAL COST: __________

Unauthorized/undeliverable items will be returned. Costs will be assessed against the inmate and collected from the trust fund when funds are available.

Inmate Signature __________________________ Date __________ Date Mailed Out __________

CC: Trust Fund

Mail Room

Inmate

(R 12/21)