

## 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 -  \$.05     \$.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