

Sample Governor's Memo with Instructions Inserted Where Appropriate

Revised June 2013

Memo should be printed on Agency letterhead.

To: Honorable Matt Mead, Governor

From: Jane Doe, Director
Department of X

Subject: Proposed Rules for Chapter(s) 1-10
Department of X

The proposed deadline must allow a minimum of 10 working days.

Date: July 1, 2013

Priority: **HIGH** – Deadline for response is **July 11, 2013**

Summary: The Department is proposing to amend and correct a variety of rules. Most of these changes will affect pagination and statutory citations. Other changes have been made in order to conform these rules to the Secretary of State's required format. Specific information on the changes can be found in the Statement of Reasons.

If the changes to the rules are anticipated to be controversial, please provide specific areas of concern or sensitivity in the summary.

Agency Contact Name: Jane Doe

Agency Contact Phone: 307-xxx-xxxx

Agency Contact Email: Jane.Doe@wyo.gov

Governor's Response Options (to be completed by Governor's Office):

_____ Agency may proceed.

_____ Delay Public Comment and Set Up Meeting with

Signature: Governor's Counsel

To:

From:

Subject: Proposed Rules For

Date:

Priority: **HIGH** – Deadline for response is

Summary:

Agency Contact Name:

Agency Contact Phone:

Agency Contact Email:

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