

Sample Governor's Memo with Instructions Inserted Where Appropriate

Memo should be printed on Agency letterhead.

To: Honorable Dave Freudenthal, Governor

From: Jane Doe, Director
Director of X

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

Date: March 18, 2009

The deadline must allow a minimum of 10 working days.

Priority: **HIGH** – Deadline for response is **April 1, 2009**

Summary: The Department is proposing to amend and correct a variety of rules. Most of these changes will affect pagination and statutory cites. 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: John Doe
Agency Contact Phone: 307-777-xxxx
Agency Contact Email: jdoe@xxx.xx

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

If no response has been received by the 10th working day, the Agency will proceed with these rules.

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