

Sample Governor's Memo

Revised November 2016

To: Honorable Matt Mead, Governor

From: Jane Doe, Director
Department of X

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

Date: November 1, 2016

Priority: **HIGH** – Deadline for response is **November 11, 2016**

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.

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:

Date:

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

Summary:

Agency Contact Name:

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