

## 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

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

\_\_\_\_\_ Agency may proceed.

\_\_\_\_\_ Delay Public Comment and Set Up Meeting with

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*Signature: Governor's Counsel*

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**Agency Contact Email:**

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

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\_\_\_\_\_

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*Signature: Governor's Counsel*