

REQUEST FOR CORRESPONDENCE APPROVAL

DATE: _____

TO: Vickie Shoecraft, Warden COCF

FROM: _____
Volunteers Name and Organization

RE: Request for Correspondence Approval

I would like to request permission to correspond with the following inmate (s)

<u>Inmate Name</u>	<u>DOC#</u>	<u>HU</u>	<u>Service Attending</u>	<u>Purpose</u>
Jane Doe	224455	D1-1	Baptist	Encouragement

APPROVED _____

DENIED _____

COMMENTS _____

WARDEN'S SIGNATURE _____ DATE _____

CC: Chief of Security
Mailroom Officer
Inmate File