

September 5, 2002

«Title» «Firstname» «Lastname»
«Position»
«Agency»
«City», «State» «ZIP»

VIA FACSIMILE

Dear «Title» «Lastname»:

As the 2003 Legislative Session quickly approaches, I trust that you and your staff have taken time to review the upcoming legislative opportunities for your agency. As before, the Governor requests to review your legislative package prior to submission to the Legislature. Please submit your agency's legislative agenda outline to me prior to September 26, 2002. Also, please provide contact information for your agency's legislative liaisons. The attached form is an outline of the information to be used in a three- ring binder.

If you have any questions, please feel free to contact me at 601-359-2971 or 601-942-7667 (cell).

Very truly yours,

Michael Boyd
Policy & Planning Director

Attached instructions

AGENCY LEGISLATIVE CONTACTS, 2003 REGULAR SESSION

Agency: «Agency»

Contacts:

Name	Title	Home Phone	Work Phone	Fax	Cell	Pager	Email

- This attached form is the outlined information needed from your staff members.
- This form may be altered but the requested contact information is required.
- Please submit **typed** information on “letter” size sheets for distribution.
- Your submitted material will be placed in a three-ring binder for easy access.