

SAMPLE ISSUE MEMORANDUM (0500)

(Revised 1996)

State of California

The Resources Agency

Memorandum

To:

Date:

Telephone: ATSS ()
()

From: Department of Forestry and Fire Protection

Subject:

ISSUE:

ANALYSIS:

(Background and information given or requested. If this is a Legislative Contact issue, please include the name and agency of the contact person, the bill number if applicable and a phone number where the contact person can be reached.)

RECOMMENDATION:

(If it requires a decision of the Director, i.e., his approval, type an APPROVAL box on the bottom of the memo.)

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