TO WHOM IT MAY CONCERN:

The Oklahoma Department of Corrections is considering employing _____ for the position of _____. The applicant has informed us that you may have information which might be of assistance to us in reaching a decision as to whether or not we should employ this individual.

As a state agency, funded by the taxpayers of the State of Oklahoma, and charged with the critical mission of providing public safety through efficient operations and the secure care, custody and supervision of inmates/offenders, we know you share our concern that we hire only the most qualified and capable persons. The responses you provide us will be of substantial assistance in this matter.

We urge you to complete the attached questionnaire and return in the self-addressed, stamped envelope as soon as possible in order that we may include this information in the hiring decision.

All information you provide to us concerning this applicant will be held in strict confidence. If you have pertinent information and prefer to speak to us rather than respond in writing, please contact _____ at telephone number _____.

Please note that the applicant has authorized the release of the information requested and a copy of that authorization is attached.

Thank you for your assistance in this matter.

Sincerely,