

**INMATE REQUEST**

DEPARTMENT OF CORRECTIONS

Mail Number: \_\_\_\_\_  
 Team Number: 6  
 Institution: U.C.I.

TO: (Check One)  Warden  Classification  Medical  Asst. Warden  Security  Mental Health

To: R. Willis  
 Dental  Other Mail Room

FROM:	Inmate Name <u>Lancelot Armstrong</u>	DC Number <u>693504</u>	Quarters <u>P-3224</u>	Job Assignment <u>P/R</u>	Date <u>5/31/12</u>
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**REQUEST**

Check here if this is an informal grievance

I received a notice what you sign, concern my mail had "excess U.S. postage stamps" from "E. Fearon," 1212 Twin ponds Ct. conyers, GA. 30094.

Relief: can you please tell me how many "U.S. postage stamps" was inside the letter? so I can advise my correspondence what the specific limit is, to be in compliance.

Thanks in Advance!  
By: Lancelot Armstrong, #. 693504,

All requests will be handled in one of the following ways: 1) Written Information or 2) Personal Interview. All informal grievances will be responded to in writing.

DO NOT WRITE BELOW THIS LINE

**RESPONSE**

DATE RECEIVED: 6/1/12

We dont keep a record of how many items are over the limit. If items exceed allowable limits the entire contents of the correspondence is returned to sender.

The allowable limit for postage stamps is (20) 1st class stamps or monetary equivalent.

[The following pertains to informal grievances only:

Based on the above information, your grievance is \_\_\_\_\_ (Returned, Denied, or Approved). If your informal grievance is denied, you have the right to submit a formal grievance in accordance with Chapter 33-103.006, F.A.C.]

Official (Signature): [Signature]

Date: 6/1/12

Original: Inmate (plus one copy)

CC: Retained by official responding or if the response is to an informal grievance then forward to be placed in inmate's file

This form is also used to file informal grievances in accordance with Rule 33-103.005, Florida Administrative Code.

Informal Grievances and Inmate Requests will be responded to within 10 days, following receipt by the appropriate person.

DC6-236 (Effective 10/19/09) (Technical Change 1/6/10)

Incorporated by Reference in Rule 33-103.019, F.A.C.