

# Reclamation Manual

## Directives and Standards

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### Sample Memorandum Approving Minor Revisions

Originating mail code

3.1.3

VIA ELECTRONIC MAIL ONLY

#### MEMORANDUM

To: Director, Policy and Administration  
Attention: 84-52100 (SRizzi)

From: Senior Executive Name  
Title

Subject: Approval of Minor Revision to Reclamation Manual (RM) Release

Today I have authorized minor revisions to RM Policy/Directives and Standards, *Subject of Reclamation Manual Release, XXX P## / XXX ##-##* (RM Release No. ###).

Must include a description of minor change.

My authorization is consistent with the requirements of Paragraph 7.C. of RM Directive and Standard, *Reclamation Manual Release Procedures*, RCD 03-01. Please insert the attached edited and approved version into the RM.

Attachment

cc: 84-52100 (NMinarchick)

Copies of memorandum and attachments to be sent at the discretion of author.  
(Revised 9/9/2016)