|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Routing Slip (Mail)** | | | | |
| **To:** | |  | | |
| **Document Attached is:** | |  | | |
|  | | | | |
| **Instructions:** | | | | |
|  | | | | |
|  | | | | |
| **FYI:** |  | | **Approve:** |  |
| **Review:** |  | | **Respond:** |  |
| **Forward:** |  | | **Return to:** |  |
| **Review by:** |  | | **Date:** |  |

**Sent by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Routing Slip (Mail)** | | | | |
| **To:** | |  | | |
| **Document Attached is:** | |  | | |
|  | | | | |
| **Instructions:** | | | | |
|  | | | | |
|  | | | | |
| **FYI:** |  | | **Approve:** |  |
| **Review:** |  | | **Respond:** |  |
| **Forward:** |  | | **Return to:** |  |
| **Review by:** |  | | **Date:** |  |

**Sent by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**