*STEP 3: Memo to OSP after JLCB approval*

*FORMAT:*

*(Agency Letterhead)*

Click or tap to enter a date.

TO: Ms. Pamela Bartfay Rice, Esq.  
 Assistant Director, Professional Contracts

FROM: Click here to enter Agency Name

Click here to enter Agency Contact Name, Click here to enter Agency Contact Title

RE: JLCB Request Approved

LaGov PO/Contract # Click here to enter LaGov PO/Contract #

JLCB has approved the request for the above referenced amendment. The amendment showing the JLCB approval stamp along with all other required documents are being submitted to OSP for approval in LaGov, Proact, or LESA, as applicable.

Your cooperation in this regard is greatly appreciated. If additional information is needed, please call Click here to enter Agency Contact’s Telephone Number or email Click here to enter Agency Contact’s Email Address.