

Letter of Intent

To: Ariane Hyatt, Oklahoma County Public Buildings Authority Event Coordinator

From: Dayne Coffey, Director of Oklahoma County MIS

Date: August 6th, 2025

Re: The use of the Lincoln Building Event Room for Fiber Optic Training for MIS.

Dear Ariane,

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

Date: August 26-27, 2025

Time: 7am to 5pm

Title of Event: Fiber Training Class

Purpose: Fiber Optic Training

Estimated Attendance: 10

Set-up Time Requested: 1 hour

Tear-down Time Requested: 1 hour

Additional Notes:

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Sincerely,

Dayne Coffey