

****Inmate Parole Board Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Parole Board's Name]

[Parole Board's Address]

[City, State, Zip Code]

Dear Members of the Parole Board,

Subject: Request for Parole Hearing - [Inmate's Name], [Inmate's ID Number]

I am writing to you regarding [Inmate's Name], who is currently incarcerated at [Facility Name]. I would like to respectfully request that you consider [his/her/their] application for parole.

[In this paragraph, briefly explain your relationship to the inmate and why you are writing on their behalf. Include any relevant background information about the inmate's situation.]

[In this paragraph, highlight the positive changes the inmate has made during their time in prison, such as completing educational programs, participating in rehabilitation, or other constructive activities. Mention any support systems they have in place for reintegration into society.]

[In this paragraph, address any concerns the parole board might have, and reassure them of the inmate's commitment to leading a law-abiding life upon release. Provide any relevant examples of how they have prepared for reintegration.]

[In this final paragraph, express your hope for a favorable review of their case and thank the board for their time and consideration. Offer to provide further information if needed.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: (if applicable)]