

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parole Board Name]
[Board Address]
[City, State, Zip Code]

Dear Members of the Parole Board,

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

I am writing to formally request a parole hearing for [Inmate's Name], who is currently serving time for [briefly state the conviction or offense]. [Inmate's Name] has been incarcerated since [date of incarceration] and is scheduled for parole eligibility on [parole eligibility date].

During [his/her/their] time in custody, [Inmate's Name] has demonstrated significant personal growth and has actively participated in various rehabilitation programs, including [list programs]. [He/She/They] has also maintained a record of good behavior, and [his/her/their] commitment to [rehabilitation/job training/education] highlights a sincere intention to reintegrate into society responsibly.

[Inmate's Name] has strong family support and a solid re-entry plan in place, which includes [describe plan: employment, housing, community support, etc.]. [He/She/They] is determined to contribute positively to the community and avoid past mistakes.

I kindly ask you to consider this request for a parole hearing. Thank you for your time and attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to Inmate, if applicable]