

[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,

I am writing to you on behalf of [Inmate's Name], who is seeking parole in the upcoming hearing. I have known [Inmate's Name] for [duration of time] and have witnessed firsthand their journey and personal growth during this time.

[Inmate's Name] is a [describe relationship, e.g., friend, family member, mentor] and has always demonstrated [positive traits, e.g., kindness, honesty, determination]. Throughout our relationship, I have seen them struggle with the consequences of their past decisions. However, I have also seen them take full responsibility for their actions and work diligently towards rehabilitation.

During [his/her/their] time in prison, [Inmate's Name] has [briefly describe any programs participated in, educational accomplishments, or personal changes]. This dedication to self-improvement is a clear indication of [his/her/their] commitment to leading a more positive life upon release.

I wholeheartedly believe that [Inmate's Name] has the potential to reintegrate into society successfully. [He/She/They] has a support network in place, including [mention family, friends, or community resources], who are willing to assist them during this transition. I have no doubt that [he/she/they] will make positive contributions to our community.

Thank you for considering my perspective on [Inmate's Name]'s application for parole. I sincerely hope that you see the potential for rehabilitation and a second chance that I see in [him/her/them].

Sincerely,

[Your Name]
[Your Signature, if sending a hard copy]