

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Facility/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Documentation of Jail Sentence

Dear [Recipient Name],

I am writing to provide documentation related to the jail sentence of [Inmate's Name], who was sentenced on [Date of Sentencing] for [Offense].

Details of the Sentence:

- Inmate Full Name: [Inmate's Name]
- Date of Birth: [Inmate's DOB]
- Case Number: [Case Number]
- Sentencing Court: [Name of Court]
- Sentence Duration: [Length of Sentence]
- Date of Imprisonment: [Start Date]
- Expected Release Date: [Projected Release Date]

Enclosed with this letter are the relevant legal documents, including the sentencing order and any additional records pertinent to this case.

If you require further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Relation to Inmate]