

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization/Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the current status of the jail sentence of [Inmate's Name], who was sentenced on [Date of Sentencing] for [Brief Description of Offense].

As a concerned [relation to inmate, e.g., family member, advocate], I would like to obtain information regarding [specifics you want to know, such as sentencing details, parole eligibility, or facility location]. Understanding the details surrounding [Inmate's Name]'s situation is important to me, and any assistance or information you could provide would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]