

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Court Name]
[Court Address]
[City, State, ZIP Code]

Dear Honorable [Judge's Last Name],

I am writing to respectfully request a reduction in the sentence of [Inmate's Name], who is currently serving time for [specific charge(s)]. [Inmate's Name] was sentenced on [date of sentencing] and is currently serving a sentence of [length of sentence] at [name of correctional facility].

[Inmate's Name] has shown significant progress while incarcerated, including [mention any programs, education, or rehabilitation efforts]. [He/She/They] have expressed sincere remorse for [his/her/their] actions and have taken steps to become a better individual.

I kindly ask you to consider the following points in support of this request:

1. [Point 1: e.g., Good behavior, participation in programs]
2. [Point 2: e.g., Impact on family or community]
3. [Point 3: e.g., Mitigating circumstances of the original offense]

I believe that a sentence reduction would not only benefit [Inmate's Name], but also allow [him/her/them] to contribute positively to society upon release.

Thank you for your time and consideration of this matter.

Sincerely,

[Your Name]

[Your Relationship to Inmate, if applicable]