

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Prison or Court Name]
[Prison or Court Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of the jail sentence imposed on [Inmate's Name], [Inmate's ID Number if applicable], who is currently serving time for [brief description of the offense].

[Inmate's Name] has shown significant remorse for their actions and has taken steps towards rehabilitation during their time in [prison/jail]. It is my belief that a reduced sentence could be beneficial not only for [Inmate's Name] but also for the community.

I kindly ask for your consideration regarding this matter. Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Inmate]