

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Warden's Name or Appropriate Authority]  
[Name of the Correctional Facility]  
[Facility Address]  
[City, State, Zip Code]

Dear [Warden's Name or Appropriate Authority],  
I am writing to formally request the termination of my jail sentence, which is currently set to end on [Original Release Date]. Due to [reason for request, e.g., good behavior, completion of rehabilitation programs, or other mitigating circumstances], I believe that my early release would be beneficial for both myself and the community.

During my time in incarceration, I have committed myself to [mention any relevant achievements, such as participating in programs, maintaining good behavior, or contributing to the facility]. I understand the seriousness of my past actions and have taken substantial steps towards personal improvement.

I kindly ask for your consideration of my request for early release. I am ready to reintegrate into society and contribute positively. Thank you for your time and attention to this matter.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Inmate ID Number (if applicable)]