

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

Dear [Recipient's Name],

I am writing to formally request a review of the current conditions at [Name of the Jail/Prison]. My concerns arise from reports and testimonies regarding [specific issues such as overcrowding, sanitation, health care access, food quality, etc.], which I believe may be affecting the welfare of the inmates.

I urge you to consider investigating these matters to ensure that all individuals are treated with dignity and respect, as mandated by legal and human rights standards.

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

Sincerely,
[Your Name]