

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title]  
[Correctional Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Inmate Release

I hope this letter finds you well. I am writing to formally request the release of [Inmate's Full Name], who is currently serving their sentence at [Correctional Facility Name], [Inmate ID Number if applicable].

[Provide a brief explanation of the reason for the release request, including any relevant details such as good behavior, rehabilitation progress, or changes in circumstances.]

I kindly ask that you consider this request and grant the opportunity for [Inmate's Name] to reintegrate into society.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]