

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my support for [Inmate's Name], who is currently incarcerated at [Facility Name].

[In the first paragraph, briefly explain your relationship with the inmate and how long you have known them. Mention any positive attributes and qualities you appreciate about them.]

[In the second paragraph, describe any specific instances or experiences that exemplify their character. Highlight their positive influence on others and any efforts they have made to better themselves.]

[In the third paragraph, if appropriate, discuss any support or assistance you plan to provide upon their release. Mention how you believe they can positively reintegrate into society and any goals they have set for themselves.]

I firmly believe that [Inmate's Name] has the potential for growth and rehabilitation. I am confident that, given the opportunity, they will contribute positively to the community and be a valuable member of society.

Thank you for taking the time to read my letter. I hope it conveys the support and understanding I have for [Inmate's Name] during this challenging time.

Sincerely,  
[Your Name]