

[Your Name]
[Your Inmate Number]
[Your Current Facility Name]
[Current Facility Address]
[City, State, Zip Code]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Corrections/Facility Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inmate Transfer Request

I hope this letter finds you well. I am writing to formally request a transfer from my current facility, [Current Facility Name], to [Desired Facility Name/Location].

[Briefly explain the reason for your transfer request, such as family circumstances, health issues, or rehabilitation opportunities.]

I believe that this transfer would greatly benefit my [explain benefits, such as rehabilitation progress, support systems, job opportunities, etc.].

Thank you for considering my request. I appreciate your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Inmate Number]