

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Juvenile Detention Center Name]
[Center Address]
[City, State, ZIP Code]

Dear [Detention Center Staff/Visitation Coordinator's Name],
I hope this letter finds you well. I am writing to request visitation with my [son/daughter], [Child's Full Name], who is currently residing at your facility. I would like to schedule a visit to [specify a date or a range of dates, e.g., "next weekend" or "the week of March 15"]. Please let me know the available time slots for visitation and any specific requirements or procedures I need to follow prior to the visit. I understand the importance of adhering to the center's guidelines and appreciate your assistance in facilitating this family connection. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Phone Number]