

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

[Recipient's Name]  
[Title]  
[Juvenile Detention Center Name]  
[Center Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to you on behalf of [Name of the Juvenile] who is currently in your facility.

[Insert a brief introduction about your relationship with the juvenile and the purpose of the letter. Mention any specific concerns or requests you have, such as updates on their well-being or information about programs available within the detention center.]

[Describe any additional matters you would like to address and express any thoughts or feelings you wish to convey. Be respectful and considerate in your tone.]

Thank you for your attention to this matter. I appreciate the work you do and the support you provide to the juveniles in your care.

Sincerely,

[Your Name]  
[Your Relationship to the Juvenile]