

****Youth Detention Correspondence Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Facility's Name]

[Facility's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you today to [state your purpose for writing, e.g., check on your wellbeing, offer support, discuss a specific matter].

[Paragraph 1: Provide additional context or details about your purpose. Express any feelings of concern or support as appropriate.]

[Paragraph 2: Include any relevant questions or topics you wish to discuss. This could involve updates about your life, shared interests, or topics you know are important to them.]

[Closing Paragraph: Reiterate your support and encouragement. Offer any final thoughts or messages of hope.]

Take care and stay strong. I look forward to hearing from you soon.

Sincerely,

[Your Name]