

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

Dear [Recipient Name],

I am writing to [state purpose of the letter, e.g., inquire about my son/daughter's status, request a meeting, express concerns, etc.].

[Include specific details relevant to the situation, e.g., date of commitment, behavior update, any concerns you have, etc.].

I would appreciate your assistance in [state what you are hoping to achieve, e.g., arranging a visit, getting specific information, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]