

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

[Recipient's Name]
[Facility Name]
[Facility Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Conditions at XJail

Dear [Recipient's Name],

I am writing to formally address my concerns regarding the conditions at XJail.

[Briefly describe the specific issues you are experiencing. Be clear and concise, providing any relevant details such as dates, incidents, and the impact it has on your well-being.]

I believe these conditions are detrimental to the health and safety of the individuals incarcerated at this facility. I urge you to take immediate action to resolve these issues.

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

Sincerely,

[Your Name]

[Your Inmate Number, if applicable]