

Legal Aid Request Letter

[Your full name]

[Your mailing address]

[City, State ZIP] | [Phone / email]

[Date]

Intake Department

[Legal aid organization name]

[Organization address]

RE: Request for legal assistance - [your full name]

Dear Intake Department:

I am [an incarcerated person at [facility]] / a family member of a person incarcerated at [facility]] and I am seeking legal help with the following issue: [1-2 sentence summary - for example, a visitation restriction, a grievance outcome, a medical care concern, or a post-conviction question].

Key dates and deadlines I am aware of: [dates - for example, when the incident happened, when a decision issued, and any appeal deadline]. Documents I can provide: [list - grievances, decisions, medical slips, court papers].

The best way to reach me: [mailing address; note any limits on phone or email access and the times you can receive calls]. If my issue is outside what your office handles, I would be grateful for a referral to an organization that may be able to help.

Thank you for your time and for the work your office does.

Sincerely,

[Signature]

[Printed name] Date: [date]

This is a general-purpose template provided by PrisonerRights.org for convenience. It is NOT an official government form and it is not legal advice. Policies, required forms and deadlines vary by state, agency and facility - always check the rules of the specific facility or agency first, use the official form where one exists, and consider consulting a qualified attorney. Replace every [bracketed] item with your own information before sending, and keep a copy of everything you submit.