

In subject line:

(Name of loved one), (Prisoner number), (date of birth), (issue)

In body of email:

For the attention of *(state department)*,

I am writing this e-mail on behalf of *(name of loved one)*, prisoner number *(prisoner number)*, DOB *(date of birth)*.

My name is *(your name)*. *(State your relationship to your loved one.)*

(State the issue you would like addressed.)

(State any measures you have already taken.)

(State how you would like the issue to be handled and any requests.)

(State your contact details and the best time to get in touch with you.)

Thank you for your help.

Sincerely,

(your name)