

Dear _____:

We are in receipt of your request that a person whom you employ or supervise be allowed to visit and correspond, as your representative, in relation to legal matters with _____, an inmate in this institution. In order for such visiting or correspondence to be conducted, we must request that your employee or student complete and sign the enclosed questionnaire and that you execute the Attorney's Statement at the end of the questionnaire. Please return the form to use upon completion. The information supplied on the form may be used for investigative purposes in determining whether to allow this visiting and correspondence. As soon as we make a determination as to whether this person will be allowed to visit or correspond with the above-referenced inmate we will notify you. Should extraordinary circumstances exist which make it necessary for your representative to visit immediately, you may contact _____ at _____ who will be glad to discuss this matter with you.

Sincerely, _____