

RESPONSE TO RECORDS REQUEST

Institution		Location
Inmate Name	Registration Number	Date

TO:

Dear

Your request for information concerning the above named individual is acknowledge. The indicated paragraph is applicable in this case.

All records were transferred to: _____

We are forwarding your request to that facility. You should receive a reply in the near future.

We are unable to identify this individual. If you can furnish additional information such as date of birth, date of admission and/or date of discharge from this institution, as well as verified spelling of the name, we will be glad to make another search.

The enclosed material should provide you with the requested information. Since this information is privileged material, ITS CONFIDENTIALITY MUST BE MAINTAINED.

Sincerely

Inmate Systems Manager

ENCLOSURE:

- Classified Material. Medical File
- Central File, including Judgement & Commitment.
- OTHER: