

Sample Letter D
(from Receiving Prison Social Work Department in transfer cases)

Ref:

Date:

Dear Colleague

THROUGH-CARE SERVICES – DESIGNATED AUTHORITY

Re:

PRISONER'S NAME

DOB

I understand that the above prisoner is already allocated to your Throughcare Partnership as required by Circular No: **SEJD 12/2002**.

I am writing to advise that he has now been **transferred** to HMP XXX from HMP XXX

Please do not hesitate to contact me if you have any queries.

Yours sincerely