

**Sample Letter E**  
**(from Prison Social Work Department - recall cases)**

Ref:

Date:

Dear Colleague

**THROUGH-CARE SERVICES:**

**DESIGNATION OF SUPERVISING OFFICER\AUTHORITY**

I write to advise you that the prisoner listed below has been recalled to HMP XXX. I understand this prisoner is currently supervised by an authority within your grouping.

Please confirm\decline Throughcare responsibility as required by Circular **No: SEJD 12/2002** by writing to me by XX/XX/XX.

**Name:**

**Address:**

**DOB**

**Prison No:**

**The prison based social worker is:**

Please do not hesitate to contact this team at the above address if you have any queries.

Yours sincerely