

Sample Letter A
(From Prison Social Work Department – new prisoner notification.)

Ref:

Date:

Dear Colleague

THROUGH-CARE SERVICES:

DESIGNATION OF SUPERVISING OFFICER/AUTHORITY

The prisoner named below has been admitted to HMP XXX. I understand that this prisoner will be supervised on release by an authority within your grouping or authority.

The prisoner is subject to statutory supervision on release and is (please circle as appropriate)

Serving more than 4 years (Circular SEJD12/2002 refers)

Subject to a Supervised Release Order (Circular SEJD 12/2002 refers)

Subject to an Extended Sentence (Circular SWSG 14/1998 refers)

In **addition** the prisoner is (circle if appropriate)

A registered sex offender

A schedule 1 offender (Circular 18/2003 refers)

Please confirm/decline acceptance of Throughcare responsibility in writing to me by XX/XX/XX.

NAME:

ADDRESS:

DOB:

PRISON NUMBER:

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

Yours sincerely