

Sample Letter C
(from Local Authority Social Work — Rejection)

To: **Prison Social Work Unit - HMP**

Ref: **Circular SEJD 12/2002**

Date:

Dear Colleague

**THROUGH CARE SERVICES — SUPERVISING
OFFICER/AUTHORITY**

Further to recent correspondence I must advise as per Circular No: **SEJD 12/2002** that XXX Council does not accept that it is the responsible authority for the prisoner detailed below.

Departmental records have been checked and there is no evidence to suggest that the prisoner has any connection with XXX Council. In the event that we have been able to identify a connection with another grouping this is listed below and a copy has been sent to the lead officer for their consideration.

Should you have other information which would confirm a connection with this authority please get in touch to allow a review of this decision.

Prison Number:

Name:

DOB:

Address:

Possible responsible authority:

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

Yours sincerely