

S O C I A L   W O R K   D E P A R T M E N T

February 6, 2006

Mr Jamie  
HM Prison  
Wherever

Dear Jamie,

I am writing to remind you that we agreed to meet at this office at 2pm on the day of your release from prison. That is Tuesday the 10<sup>th</sup> of February in case you've forgotten.

I enjoyed meeting with you last week and am pleased that you are feeling so enthusiastic about your plans for the future. I enclose a copy of your 'going straight contract' that I had typed up following our meeting. I think it is realistic and achievable for you.

Please remember that you have an appointment at the housing department immediately on your release as this will ensure that you are given accommodation. Should that appointment take longer than expected and mean that you may be late for your appointment with myself please 'phone me to re-arrange.

I look forward to seeing you on Tuesday at 2pm.

Yours sincerely

Kenny Smith.

Criminal Justice Social Worker

