

# SAMPLE SUPPORT LETTER FOR THE BOARD OF PAROLE HEARINGS

This is to assist you in preparing a support letter for the <sup>Commutation request.</sup> ~~Board of Parole Hearings~~. Here are some guidelines. The letter should be sent to the attorney, a copy of the same letter should be sent directly to the inmate, and another copy to the inmate's counselor. Photos can be attached and will show the Board who the letter is from or what is being offered.

All letters should be addressed to the <sup>Governor</sup> ~~Board of Parole Hearings~~. All letters should contain the inmate's name and CDCR#. All letters must be dated within the last six months and signed. Letters offering employment should be prepared on Company Letterhead. All letters must be in English. Each paragraph need only consist of a few short sentences; however, if you want to write more, that is fine.

The following is an example of what may be written:

**Paragraph One:** Begin by introducing yourself and give your reason for writing.

- Occupation
- Education
- Volunteer Work or Hobbies
- Etc.

**Paragraph Two:** Define your relationship with the inmate, your observation of the inmate's progress in prison, and the duration of your relationship.

**Paragraph Three:** A statement of your knowledge of the inmate's commitment offense or crime. A few short sentences are sufficient. Details of the crime or trial are unnecessary.

**Paragraph Four:** Provide your opinion as to the inmate's character prior to the commitment, if known, and at the present time. It is important to indicate what now makes this inmate a suitable candidate for parole. You may also include your knowledge of the inmate's prison behavior and achievements, if known.

**Paragraph Five:** The board wants to know what kind of support is available for the inmate upon parole. Provide the Board with information regarding the type and amount of support you are willing to provide. This could include: spiritual, mentor, emotional, housing (rent, length of stay, description of home), financial assistance, transportation, employment (pay, position, and hours), etc.