**In subject line:**

*(Name of loved one)*, *(Prisoner number)*, *(date of birth)*, *(issue)*

**In body of email:**

For the attention of *(state department)*,

I am writing this e-mail on behalf of *(name of loved one)*, prisoner number *(prisoner number)*, DOB *(date of birth)*.

My name is *(your name)*. *(State your relationship to your loved one.)*

*(State the issue you would like addressed.)*

*(State any measures you have already taken.)*

*(State how you would like the issue to be handled and any requests.)*

*(State your contact details and the best time to get in touch with you.)*

Thank you for your help.

Sincerely,

*(your name)*