4/24/2023

Bedford Hills Correctional Facility

247 Harris Road

Bedford Hills, NY 10507

Re: Request for Legal Call—CLIENT NAME (#DIN)

To Whom It May Concern:

I am an attorney with Volunteers of Legal Service (VOLS) Incarcerated Mothers Law Project and am assisting Client Name at Bedford Hills Correctional Facility.

I am writing to request a confidential legal call with Ms. Client Namefor any of the following days/times:

Thursday 4/27 at 9am, 9:30am, and 11:30am

Friday, 4/28 anytime between 9-5

If you have any questions or if you need any further information from me, please do not hesitate to contact me at (XXX) XXX-XXXX or name@firm.com

Thank you in advance for your assistance with scheduling this call.

Sincerely,

Your Name

VOLS Incarcerated Mothers Law Project