Date

Cynthia Frazier

Taconic Correctional Facility

250 Harris Road

Bedford Hills, NY 10507

Re: Request for Legal Call—**Client name (#Client number)**

Dear Ms. Frazier:

I am an attorney at Volunteers of Legal Service (VOLS) Incarcerated Mothers Law Project and am assisting client name at Taconic Correctional Facility.

I am writing to request a confidential legal call with Ms. client last name for any of the following days/times: Insert days/times

If you have any questions or if you need any further information from me, please do not hesitate to contact me at your phone number or your email

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

Sincerely,

Your name

Incarcerated Mothers Law Project