[DATE]

[CORRECTIONAL FACILITY ADDRESS]

Dear [CLIENT NAME],

I’m writing to follow up on our [legal call or in-person meeting] on [DATE] conducted and supervised by the VOLS Incarcerated Mothers Law Project. On that day, you asked about:

* [Getting into contact with your appointed attorney]

We have since… [follow-up and results of that follow-up].

Please find your appointed attorney’s contact details below for your records.

[Appointed attorney contact]

To reiterate, we are not permitted to advise on any legal matter in which you are already represented. Thus, we consider this matter closed on our end.

[Add another paragraph here if you are helping the client with another matter in which they are not represented. Assure them you are still working on that].

Thank you for your time. Please feel free to attend an upcoming clinic if anything changes or new issues emerge.

Sincerely,

[YOUR NAME AND SIGNATURE]