[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:

* [List legal issues discussed]

We then… [summary of follow-up, results of follow-up, and any documents or records you’ve sent]. Based on our conversations with you and the VOLS Incarcerated Mothers Law Project team [+anyone else who advised] [and review of relevant records], we advised:

* [Summary of prior advice]
* [Any results and/or client decision based on that advice]

If we don’t hear from you in the coming month — by mail, clinic attendance, or reaching out to [CBO in facility: Hour Children or Osborne Association] — we will assume that you understand your rights and options and will conclude that our work with you is complete.

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]