[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 have since… [follow-up and results of that follow-up]. We have enclosed… [any relevant court orders or documents].

Based on our conversations with you and the VOLS Incarcerated Mothers Law Project team [+anyone else who advised] [and review of relevant records], we advise:

* [Advice on possible next steps and/or resources as discussed with IMLP team].

I will [follow up with a legal call or attend an upcoming clinic] on [estimated date]. If you have no further questions or legal issues to discuss, please feel free to [refuse the call or not attend the clinic].

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]