

Dear _____,

This is to confirm that you contacted _____, a staff member at this facility, on _____ indicating that you no longer wish to receive correspondence and/or telephone calls from inmate _____, DIN _____ and you wish to have your name added to the inmate's Negative Correspondence and Telephone List.

Staff at this facility will make every effort to ensure that your request is honored.

For your information, the toll-free telephone number for the Office of Victim Services is 1-800-783-6059.

Staff at that office is available to explain release notification options and access to Crime Victim Compensation funds and, when appropriate, to make referrals to support groups or community services such as those assisting victims of domestic violence or sexual assault.

If the information contained above is incorrect, or if you would like any additional information, please contact the Office of Victim Services.

Sincerely,

Superintendent