Sample Letter for Family Reunion Program Approval
Department Letter Head
(See Directive #0008, "Use of Department Stationery & Business Cards")

ABC CORRECTIONAL FACILITY

APPEALS PROCESS-FAMILY REUNION PROGRAM DENIALS

If you wish to appeal this denial, you must do so within thirty (30) days of the date of the attached notice of denials.

Appeal should be written in letter form and submitted with copies of any relevant documentation, as well as a copy of your application to:

Director
Ministerial, Family and Volunteer Services
State of New York Department of Corrections and Community Supervision
Harriman State Campus, Building #2
1220 Washington Avenue
Albany, New York 12226-2050

A copy of your appeal must also be forwarded to the facility FRP ORC.

PROCESO DE APELACIONES – RECHAZOS DEL PROGRAMA DE REUNION FAMILIAR

Si quiere apelar este rechazo, tiene que hacerlo dentro de treinta (30) dias de la fecha del aviso del rechazo adjuntado.

Las apelaciones tiene que ser por escrito en forma de carta y someterla con copias de cualquier documentacion relevante, al igual que copias de su solicitud a:

Director
Ministerial, Family and Volunteer Services
State of New York Department of Corrections and Community Supervision
Harriman State Campus, Building #2
1220 Washington Avenue
Albany, New York 12226-2050