

Sample Letter for Family Reunion Inmate Program Application Decision Notification
Facility Letter Head (See Directive #0008, "Use of Department Stationery & Business Cards")

_____ Correctional Facility
Family Reunion Program Inmate Application Decision Notification

TO:

FROM:

DATE:

SUBJECT: FRP Application Decision

Your Family Reunion Program application (Log # _____) has been reviewed by Central Office. The following decision is rendered:

_____ APPROVED	
NAME(S) OF VISITOR:	RELATIONSHIP:

You will be notified when verification is complete.

_____ DENIED:	
NAME(S) OF VISITOR:	RELATIONSHIP:

Your request to participate in FRP has been denied due to the following reason(s):

An FRP visit may begin to be tentatively scheduled for approved family members pending document verification. Should you choose to appeal any denials, a visit will not be scheduled until a decision on the appeal is determined.