**LETTER TEMPLATE**

**INMATE LETTER**

**[Your Full Name]**

**[Your Physical Address]**

**[Date]**

Dear **[Name of the Inmate],**

I hope you are doing fine/I hope my letter finds you well.

I decided to write you a letter because I miss you a lot/I feel lonely without you/I would like to keep in touch with you.

Sorry for not getting in touch for so long—I was **[explain]**

I have some great news. I/We/Our family/Your family/Your children **[explain]**

Not all news is that good. What happened is that **[explain]**

I want you to know that I’m thinking of you all the time and recall all our lovely memories. Do you remember when we **[describe a memory, anecdote, or an interesting situation you went through]**

Have you heard what’s happening these days? **[tell the latest news]**

Here’s a great joke for you: **[tell a particular joke or funny riddle]**

Is everything alright there? /How are you holding up? /How do you spend your time there? /Do you need anything? /Can I send you anything?

This would be all for now.

I hope I’ll hear from you soon/Looking forward to hearing from you/Sending you kisses and hugs/Take care/Love you/Much love

Yours faithfully,

**[Signature]**