**LETTER TEMPLATE**

**HARDSHIP LETTER PRISON TRANSFER**

**[Your Name]**

**[Your Address]**

**[Your Phone Number]**

**[Address]**

**[Date]**

Dear **[Name]**:

I am writing to request a hardship transfer for my **[family member]** from **[his/her]** current facility. **[Name]** is presently in **[facility,]** which is **[number]** miles away from my home. I have recently been diagnosed with **[medical]** condition and can no longer travel that distance to see my **[family member,]** so I hope **[he/she]** can move closer to me.

**[Name]** has been an inmate at **[place]** for the required **[number]** months and has a clean record of good behavior. It is so important for my **[children, in-laws, etc.]** to see their **[parent, child, sibling, etc.]** However, up until now I have been the only one who could drive the distance, and now that ability is beyond me. I was diagnosed with **[condition]** on **[date]** and I find myself severely limited. I am attaching a letter from my doctor outlining my medical condition and the restrictions it puts upon me.

This has already been a very trying, difficult time. I love my **[family member]** and the thought of no longer being able to see **[him/her]** frequently is heartbreaking to me. I sincerely hope that you will understand the hardships that we as a family have gone through and grant this transfer request. Thank you for your time and consideration.

Sincerely,

**[Sender Name]**