**[DATE]**

Department of Corrections

Secretary James Leblanc

P.O. Box 94304

Baton Rouge, LA 70804

jmleblanc@corrections.state.la.us

Parish Sheriff

**[LOOK UP CONTACT INFO ON JAC WEBSITE]**

RE: Furlough Request for **[INCARCERATED NAME, DOC #]**

Dear Secretary Leblanc and **[SHERIFF NAME]**:

I am writing to you today on behalf of **[NAME, DOC #]**, to ask you to release **[HIM/HER]** on immediate furlough. According to La. R.S. 15:811(C) and (E) and La. R.S. 15:833(B)(3), the sheriff may authorize furloughs to inmates to visit with sick or dying family members or to attend funerals. This authority includes furlough for DOC individuals in their local custody. I must inform you that **[NAME’S] [RELATION WHO IS SICK OR DYING]** is **[VERY SICK / HAS DIED]**.

I understand that **[NAME]** was convicted of **[CHARGE]** and is not within 6 months of **[HIS/HER]** release date, so is not eligible for a furlough during this pandemic. However, I am asking that **[HE/SHE]** be released with security escort or required monitoring to **[VISIT WITH NAME OF SICK PERSON / ATTEND THE FUNERAL FOR NAME OF FAMILY MEMBER]**. This is **[NAME’S]** **[FAMILY RELATION]**.

I am asking you to act now to allow **[NAME]**, who is eligible for this visitation under La. R.S. 15:811(E) 15:833(B)(3), to visit as this may be the last time **[HE/SHE]** will be able to see **[HIS/HER]** **[FAMILY RELATION]**. Your furlough power under this Louisiana law would be in **[NAME’S]** best interests and help maintain family relationships during this global health crisis. With a security escort or monitoring, **[NAME]** will remain in full compliance with all department rules and regulations.

I believe granting this visitation request is in the best interests of **[NAME]** and will help **[HIS/HER]** rehabilitation. Thank you for considering this request. I look forward to your response to this urgent request, and ask you to allow this visitation for **[NAME]** as soon as possible to enable **[HIM/HER]** to visit with and find closure during our family’s tragedy.

Sincerely,