**NOTICE OF IMPOSED SENTENCING**

RE: State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_vs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As you know, the defendant in the above case was found guilty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_, 20\_\_\_. Accordingly, the defendant was sentenced for this crime to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Enclosed is a Victim Notification Request form from the \_\_\_\_\_\_\_\_\_ State Department of Corrections. Return your completed form if you wish to be notified of the inmate’s appeal, pardon, or parole hearings, as well as the inmate’s escape or release.

The \_\_\_\_\_\_\_\_\_\_\_\_\_ State Department of Corrections does not notify victims of inmate transfers within the Department. However, you may obtain information by calling the number on the notification form.

We have provided the inmate’s information on the form. You may with to keep a photocopy of the completed form for your records.

Thank you for your support and participation in this case. If we may be of further assistance, please contact our office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim Witness Assistant

Enclosure