##### SAMPLE VICTIM WITNESS LETTER

VICTIM / WITNESS PROGRAM

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

Before a person is sentenced, the judge orders what is called a “pre-sentence investigation”. An agent does this from the State Deptartment of Corrections. The “pre-sentence investigation” results are documented in a confidential report that is given to the judge before a sentence is pronounced. This report assists the judge in making a more informed sentencing decision as it contains information about the crime, the criminal, his criminal history, his family, etc. Another part of this report is about the victim and what impact this crime/criminal has had on their life.

Your case has now reached this portion of the criminal justice process. The sentencing in your case has been set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in room \_\_\_\_\_\_\_ before Judge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At this stage, we try to assist in gathering information as to how you have been affected by this crime. YOU ARE NOT REQUIRED TO FILL OUT THIS FORM, but we would like you to do so. The Victim Impact Statement will become part of the District Attorney’s permanent case file and will be shared with the agent from the Division of Corrections who is writing the pre-sentence investigation. A copy will also be given to the judge, and the lawyer of the person charged with the crime. The person charged will probably be allowed to read what you write. You may be contacted by a Division of Corrections agent in this case. We encourage you to speak candidly and honestly with this agent. The Victim Impact Statement is another tool for you to communicate your feelings and thoughts to all of us. We hope you will take the time to complete this form and send it back. We are requesting that you please return this form within the next week. Feel free to call upon us should you have any questions about this document, or this phase of your case.

Sincerely,

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

The Victim / Witness Program