

SAMPLE LETTER

Department Letterhead

TO: _____ <Insert Name>
FROM: _____ Co. Juvenile Probation Department
RE: *Restitution*
TODAY'S DATE: _____

This department is writing regarding an incident where you or your family member was a complainant or victim. Enclosed you will find a document entitled, *Juvenile Crime Victim Impact Package*.

Please read the entire packet of information. The brochure will inform you of the juvenile justice process and your rights as a victim. Please complete the victim impact statement packet and send it back to our department as soon as possible. The sooner we receive your cost estimates, the quicker the case can be resolved.

The following information will assist you in keeping up with the progress of your case:

Date of Crime: _____
Case Number: _____
Defendant's PID Number: _____
Law Enforcement Agency: _____
Assigned Court: _____

For further assistance please feel free to contact our department at, (____) ____ - ____.