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Reference copy of Frank's letter to Action for Prisoners' Families

Frank Paxton
TW3590
HMP Winthorpe
Fairfield Road
Wintershire WI4 7QZ

< Write your address on separate lines in the top right hand corner. Include your name and number if you are in prison

> Write the name and address of the person you are writing to on the left hand side.

The Information Officer
Action for Prisoners' Families
Unit 102
Riverbank House
1 Putney Bridge Approach
London SW6 3JD

3rd January 2003

< Write the date below your address or the address of the person/organisation you are writing to.

> Write 'Dear...' next to the left hand margin.

Dear Sir/Madam,

I have heard that the Action for Prisoners' Families provides information to prisoners and their families who face problems due to imprisonment. I would like to receive information about your organisation.

< Use separate paragraphs to:
• communicate why you are writing
• give details or extra information
• conclude your letter

My cell mate suggested I write to your organisation as I do not know what to do. I have not been able to tell my son that I am in prison. This is causing problems at home. I need to know where we can get local help. I think my wife needs it, as we are not talking at the moment, and our son has started truanting. I do not know how to help her.

I would be grateful if you could send me as much information as possible to help me with these issues. Please send it to me at the above address.

> Always end your letter 'Yours faithfully' if you do not know the name of the person you are writing to.

I look forward to hearing from you.

Yours faithfully,

< Write your name clearly after your signature.

Frank Paxton
TW3590

Formal letter to a support group

Preparation for the letter

1 What information do you think a family needs if they have a relative in prison?

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.....

2 Imagine you are a member of a family who has a close relative in prison.

Write down three things that might be worrying the family.

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.....

Writing the letter

3 Referring to the **Useful contacts** section in your Journal find a support group located near your prison or family and write a formal letter to their Information Officer.

In your letter explain how you found out about their group and what the problem is you are trying to deal with. Ask the Information Officer to send you details about their services.

Use pages 53/54 to write your letter.