* + - **Intake/initial outreach letters**

<Insert Date>

<Victim Name>

<Victim Address 1>

<Victim Address 2>

Dear <Victim Name>,

<Agency Name> is committed to helping crime victims. Our records indicate that you, a family member, or your organization has been the victim of a crime committed by <offender name, SID>. Please be advised that <offender name> is on <supervision length> months of supervision and has been assigned to PO <PO’s name>. If you have questions, you can reach <PO’s name> at <PO Phone>.

If you would like to be updated on this offender’s status, please sign up for Victim Information and Notification Everyday (VINE) at [www.vinelink.com](http://www.vinelink.com) or dial 1-877-674-8463. If you are currently signed up to receive VINE notifications for this offender, please re-register using the offenders State ID number <insert SID#>.

**Section below use/remove as necessary**

Because we believe that victims and their families should be supported once a court process is over, <Agency name> has a Victim Services program to provide information to victims about the conditions of supervision and any additional community resources that may be helpful. Feel free to contact us at <VS Phone number> at any time.

Sincerely,

<Name>

<Title>