* + - **Transfer out of county (same state)**

<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 being transferred from <current county> to <new county> and has been assigned to PO <PO’s name>. If you have questions, you can reach <PO’s name> at <PO’s Phone>.

If you would like to be notified that the transfer occurred, please sign up for Victim Information and Notification Everyday (VINE) at [www.vinelink.com](http://www.vinelink.com) or dial 1-877-674-8463.

**Section below removed/used as necessary**

<New supervising county> 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 them at <VS Phone number> at any time. Please contact <New supervising county> if you wish to request or continue previously requested rights.

Sincerely,

<Name>

<Title>

<Phone>