**Transfer to Bench Probation**

<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 to Bench Probation and has been assigned to Judge <Judge’s name>. If you have questions, please call <insert appropriate phone #>.

Bench Probation is provided by the court rather than a probation officer. If a No Contact Order is in place it will remain the same unless you choose to petition the judge for changes.

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>