<Date>

Name of Victim (or Parent/Guardian if under age 18)

Address of Victim

Re: Name of Youth

JJIS No: 000000

Dear (Name of Victim/Parent or Legal Guardian):

I am writing you in regard to the Enter Referral Charge committed against you on or about Enter Date of Offense. I want to convey to you our genuine concern and awareness of the hardships such an experience can create for crime victims and their families.

The Juvenile Department is committed to the safety of you and your community, and to holding the responsible youth accountable for the harm caused by this offense. To do this, it is essential that your thoughts and feelings be known and taken into account.

I will be calling you in the next few days to inform you of your legal rights, discuss the current state of the case within the Department, talk about how this offense has impacted you and your family, and to explore what might be done to meaningfully address the harm caused you.

I have included information regarding your rights in this packet. You are welcome to fill out the included forms, and mail them to the Juvenile Department at the address listed above.

If you would like to contact me prior to my phone call to you, or if you do not hear from me in the next week, I can be reached at Enter Victim Services Coordinator Phone Number. Should I be away from my office, please feel free to leave a message and I will return your call as soon as possible.

Sincerely,

Victim Services Coordinator