

Email template for FAMMilies with clemency recipients:

Dear Warden and Unit Team,

I am writing on behalf of [insert full name and reg. no.]. On [insert date on which LO received clemency] President Biden commuted the sentence of [name of LO].

BOP has not yet updated the out date for my loved one, and I do not know when they will be coming home. Can you please let me know the date that my loved one will be released from custody? Can you also confirm whether this date includes all the credits – good time credits, First Step Act earned time credits, RDAP credits, etc. – that my loved one is eligible for? If the out date does not include credits, please tell me why not.

Furthermore, if there are additional roadblocks to getting my loved one home as soon as possible, can you please tell me what those might be?

I greatly appreciate your response.

Sincerely,

[insert name]

Email Addresses for the Executive Assistant to the Warden at BOP Facilities: