

## GUIDELINES TO ASSIST THOSE THAT WISH TO WRITE SUPPORT LETTERS

### PAROLE & CLEMENCY SUPPORT LETTERS

The following information has been taken from the Arkansas Parole Board guidelines and has been published to benefit family and friends of inmates who write letters to the Arkansas Parole Board for parole and clemency.

Inmates in the Arkansas Department of Corrections prison systems are encouraged by the Arkansas Parole Board to provide evidence of their support for their release on parole and trying to obtain clemency. One way to do this is through letters supporting release.

Dear family members, close friends, respected members of the community, schoolteachers, religious teachers, prospective employers, ADC supervisors, counselors, teachers, and volunteers from the community:

Enclosed you will find the suggested things to cover in your support letter to the Arkansas Parole Board on behalf of inmate \_\_\_\_\_.

### WHAT IS A LETTER OF SUPPORT?

Letters of support are evidence that the inmate will have a network of friends and family to help when he/she is released:

- They show:
1. Somebody knows the inmate and cares.
  2. inmate has had free world input while in prison.
  3. Somebody will help the inmate when he/she gets out.
  4. The good side of the inmate and help balance the bad side, which appears in his/her criminal record.

### SUPPORT LETTERS FOR THE PAROLE FILE

There are no rules for support letters. These are only guidelines and suggestions that you could use. You must use what fits your own special situation. The inmate comes to you because he/she needs your help to write a support letter on his/her behalf. We find that many care and want to help by requesting your help. We hope you will gain a better understanding of the correctional process.

### WHAT TO SAY

There are several general information topics to be included in these letters.

### FIRST PARAGRAPH

State your name and relationship (relative, friend, teacher, employer, co-worker, etc.) with the inmate and the length of time you have known them.

### SECOND PARAGRAPH

Your belief that despite the inmate's mistake, he/she is a good person: the reason you feel this way, your belief that the inmate will be a useful and law-abiding citizen given the chance. Describe any improvements in the inmate's attitude, behavior, or efforts that the inmate has made to improve themselves. Examples include their education or programs they have completed.

### THIRD PARAGRAPH

Your willingness to be supportive and how you will do so.

### WHERE TO SEND SUPPORT LETTERS

MAIL: Arkansas Parole Board  
1302 Pike Ave, Suite D  
North Little Rock, AR 72114

EMAIL: [paroleboard@arkansas.gov](mailto:paroleboard@arkansas.gov)

FAX: 501-682-3860

### CURRENT PAROLE BOARD MEMBERS

John Felts, Chairman  
Lona McCastlain, Vice Chair  
Wendy Ryals, Secretary  
Abraham Carpenter, Commissioner  
Andy Shock, Commissioner  
Jerry Riley, Commissioner  
Boyce Hamlet, Commissioner

\*\*If you have any questions, you can reach the Arkansas Parole Board at 501-682-3850.