**<Organization Letterhead>**

**<Organization Address>**

**<Date>**

**<Field Office Director or Contact Name>**

**<Field Office Address>**

Dear *[Field Office Director]:*

*[Name of organization]* would like to conduct a visit to the *[name of facility]* on *[insert three potential dates]*. During this visit would like both to tour the facility and to interview detainees.

During the tour we would like to visit the housing units (both male and female), special housing units, medical unit, library, dining areas, and recreation spaces. We would like to opportunity to speak with any detainee interested and willing to meet with us. [Optional: *We may also arrange interviews with specific detainees ahead of our visit and will notify you as soon as we have this information.]*

We would be available from *[insert number of hours, for example: all day; from 9 am to 2 pm; etc.]* on the proposed dates. The visit will be conducted by *[insert number of individuals conducting visit]* staff members/visitors whose information is as follows:

*Individual 1 Full Name*

*Individual 1 Affiliation [e.g. your organization]*

*Individual 1 Date of Birth*

*Individual 1 Driver’s License State and Number*

*Individual 2 Full Name*

*Individual 2 Affiliation*

*Individual 2 Date of Birth*

*Individual 2 Driver’s License State and Number*

Enclosed, please find completed copies of the ICE Stakeholder Tour/Visit Notification Flyer and Sign Up Sheet; a signed copy of the ICE Stakeholder Code of Conduct for each participant; and our detainee consent form for your review. *[*Optional*: We have also enclosed a copy of our most recent publication, XXXXX, that we would like to be able to distribute to detainees, for your review.]*

Please let me know at your earliest convenience which dates would work best for you and your staff. If you need any additional information or have questions about this request, please contact *[name]* at *[phone]* or *[email]*.

Best regards,

*[Name]*

*[Position]*

*[Affiliation]*