Letter writing requirements

1) **Use plain stationary** - Stationary with letterhead or a logo printed on it will not be accepted.

2) **Sign your letter** – Unsigned letters will not be read by the parole board members.

3) **Subject or Re: Line** – Your letter **MUST** reference the inmate’s name, CDC # and date of hearing as follows.
   - Inmate: Mario Catanio
   - CDC #: C-77711
   - Date of Hearing: Thursday, September 29th, 2016
   Your letter only **MUST** list this information. **Do not add this information to your envelope.**

4) **Mailing deadline** – Your letter must be mailed no later than September 15th, 2016, or brought into the UFLAC office for mailing no later than September 13th, 2016.

5) **Address envelope as follows** –
   - Board of Parole Hearings
   - Attn: Pre-Hearing Correspondence
   - P.O. Box 4036
   - Sacramento, CA 95812-4036

Letter writing tips

The purpose of a parole hearing is to determine if or when an inmate can be returned to society. Under normal circumstances, the panel or the Board shall set a release date unless it determines that the inmate has the propensity to commit this crime again. gravity of the crime (offense), or the timing and gravity of current or past convictions, requires a more lengthy period of incarceration to ensure public safety.

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You can use the salutation, Dear Parole Board Members.

Your letter can include certain details of the crime and Catanio’s actions that you want the panel to know about.

Your letter should remind the board that Catanio remains a threat to society, the Taylor family, and the City of Los Angeles.

Your letter will remain confidential by designating so on the envelope and at the top of your letter.