**SAMPLE LETTER TO MINNESOTA DEPARTMENT OF HUMAN SERVICES**

**REQUEST TO BE NOTIFIED OF CHANGES IN STATUS**

DATE

Name

Facility

Street Address

City, MN Zip

To Whom It May Concern

[PERSON’S NAME] is currently in your facility under a civil commitment. I would like to get notified if your agency plans to change the status of [PERSON’s NAME], including a temporary or permanent discharge, from your facility.

I am the victim of this person because [describe].

*Examples:*

The person was convicted in a criminal case in which I was the victim. [Include number if available.]

Or: The person committed the following crimes/acts against me for which he/she was committed [describe].

Here is my current contact information:

Address

Home phone

Mobile phone

Email Address

My preferred method of communication is by [PHONE/EMAIL/LETTER]. I understand that I must keep my contact information up-to-date in order for you to provide notice to me.

Sincerely,

*[Victim Signature]*

Victim Name