



Center for Battered
Women's Legal Services
30 Wall Street, 8th Fl.
New York, NY 10005
Tel: 212.349.6009
Fax: 212.566.0344
sanctuaryforfamilies.org

DATE, 2022

Cynthia Frazier
Guidance Unit
Taconic Correctional Facility
250 Harris Road
Bedford Hills, NY 10507

As of 4/7/2022, this is the correct person to whom the letter should be addressed. However, please double-check this by emailing Doccs.sm.Taconic.guidance@doccs.ny.gov or by calling Taconic at (914) 241-3010 and asking for the Guidance Office.

Re: Legal Call Request

Dear Ms. Fraizer:

I am writing to request a legal call with inmate **NAME (DIN X)**. This call is to discuss the status of her case with her legal team.

Available days for a call are as follows:

Thursday, DATE, 2022 at TIME

Friday, DATE, 2022 at TIME

Monday, DATE, 2022 at TIME

If you have any questions or require additional details, please feel free to contact me at the number or email below.

Regards,

Hon. Judy Harris Kluger
Executive Director

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**in memoriam*