



National Immigrant Justice Center

Sample Fax Cover Sheet Templates for Corresponding with Detained Clients

Please note that not all detention facilities allow communication via fax. Please see the “Contact Information for Chicago ICE Detention Facilities” for information regarding communication with clients at the various Chicago-area immigration detention facilities.



National Immigrant Justice Center

National Immigrant Justice Center
208 South LaSalle Street, Suite 1818
Chicago, Illinois 60604

Phone: (312) 660-1370
Fax: (312) 660-1505

LEGAL CORRESPONDENCE

TO: Sergeant's Office
FAX #: 815-334-4670
FROM: [REDACTED]
PHONE #: [REDACTED]
DATE: 5/17/12
PAGES (including this cover sheet): 2

RE: Legal Documents for [REDACTED] to sign and fax back

Dear Officer,

Please pass on the attached documents to [REDACTED] and allow him to fax back a signed copy. Thank you very much for your assistance with this matter. If you have any questions, please contact me at [REDACTED].

Thank you,

[REDACTED]
Detention Project Supervising Attorney

CONFIDENTIAL

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LEGAL CORRESPONDENCE

TO: Linda
FAX #: 262-605-5902
FROM: [REDACTED]
PHONE #: [REDACTED]
DATE: 5/27/12
PAGES (including this cover sheet): 1

COMMENTS/MESSAGE:

Dear Linda,

I would like to request a conference call with the following individuals:

[REDACTED] for Wednesday May 30, 2012 at 9am

[REDACTED] for Wednesday May 30, 2012 at 9:30am

Thank you for your assistance. Please contact me at [REDACTED] with any questions or concerns.

Sincerely,

[REDACTED]
Detention Project Supervising Attorney

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