

SAMPLE LETTER

ASKING THE STATE ADMINISTERING AGENCY (SAA) OR LOCAL GOVERNMENT AGENCY RESPONSIBLE FOR ADMINISTERING BYRNE/JAG FUNDS TO INCLUDE A REQUEST FOR BYRNE/JAG FUNDS FOR ATI/REENTRY SERVICES/OR DRUG AND ALCOHOL SERVICES IN ITS APPLICATION TO THE BUREAU OF JUSTICE ASSISTANCE

[DATE]

[Name of contact person at SAA or local government agency]

[Title]

[Name of SAA or local government agency]

[Address]

[City], [State] [Zip Code]

Dear Mr./Ms. [Full Name]:

[Name of your organization] urges you to submit a Byrne Justice Assistance Grant (JAG) application that includes funding for [alternatives to incarceration/reentry services/drug and alcohol services] to BJA. [Name of your organization] is a nonprofit organization that [insert description of organization or project]. As such, we believe funding for these programs is a critical component of a comprehensive approach to public safety.

Evidence suggests that [alternatives to incarceration/reentry services/drug and alcohol services] promote public safety and are cost effective approaches to reducing crime and violence. [Insert claim linking the types of services you want funded with better public safety outcomes. Click here for fact sheets providing useful information to insert on [ATI](#), [reentry](#), and [alcohol and drugs](#).]

Because [the mass incarceration of nonviolent offenders/the lack of available opportunities for individuals with criminal records/untreated addiction] is a major contributor to the cycles of poverty and crime that afflict our communities, we believe the [state/city/county/tribe] should fund programs to reduce crime and promote healthy and stable neighborhoods while saving taxpayers money. Please make sure the application you submit to the Bureau of Justice Assistance for Byrne/JAG includes funding for [alternatives to incarceration/reentry services/drug and alcohol services].

Sincerely,

[Name of Organizational Representative]

[Title]

[Name of Organization]

[Address and other contact information]