

Freedom of Information Act/Privacy Act Section  
Office of General Counsel, Room 841  
Federal Bureau of Prisons  
320 First Street, N.W.  
Washington, D.C. 20534  
OGC Electronic Freedom of Information <ogc\_efoia@bop.gov>

Re: [Client Name], Reg. No. XXXXX-XXX

To Whom It May Concern:

Our office represents [Client Name], Reg. No. XXXXX-XXX, who is incarcerated at [facility name]. I am requesting Mr. Client's medical records for the past year, progress report, reentry plan, and documents pertaining to the denial of his request to be transferred into home confinement through the CARES Act. I need this information for Mr. Client's compassionate release motion. Because he has [insert health issues] and is at high risk of severe illness and/or death if infected with COVID-19, I am requesting expedited processing of this FOIA request. The lack of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of Mr. Client. Attached is a Certificate of Identity form signed by Mr. Client. Please contact me at [insert contact info] if you have questions. Thank you very much for your assistance.

Very truly yours,

[ATTORNEY'S NAME]