

The New York Public Library

Jail & Prison Services
40 West 20th Street
New York, NY 10011

DATE, 2026

FirstName LastName #12345678
Whatever Correctional Facility
P.O. Box 12345
New York, NY 12345

Dear **(Insert Name)**,

Please let us know if we can be of any assistance in the future. And, we've changed our address, please direct all future letters to Jail & Prison Services, 40 West 20th Street, New York, NY 10011.

Sincerely,

NAME

TITLE

Jail & Prison Services
The New York Public Library