Visitation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Facility's Name]

[Facility's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request visitation rights to see [Name of the Individual] who is currently residing at your facility.

I am [Your Relationship to the Individual] and would like to visit on [Insert desired date(s) and time(s)]. Please let me know if this is possible or if there are specific guidelines I should follow.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]