

[ATTORNEY LETTERHEAD]

Date

Mr. Federal Inmate
Reg. No. XXXXX-057
FCI Anywhere
Anywhere, US

Dear Mr. Inmate:

As you may be aware, the United States Sentencing Commission amended the cocaine base “crack” guidelines to reflect a reduction in the offense level and made such amendment retroactive. I am writing to you because our records indicate that your sentence was based, in whole or in part, on the former crack guideline.

Enclosed you will find a motion asking the U.S. District Court for the Middle District of North Carolina to appoint you counsel to determine whether you may be entitled to any reduction in your sentence based upon the Sentencing Commission’s retroactive amendment. If you wish to pursue this matter, please complete the enclosed financial affidavit and have it notarized there at the prison by your case manager or other person allowed to verify documents. Next, sign the enclosed motion and mail the original versions of both the affidavit and motion to:

Clerk of Court’s Office
U.S. District Court
324 West Market Street
Greensboro, North Carolina 27401

With best regards, I am

Very truly yours,

Your Former Lawyer