

**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF WASHINGTON  
PROBATION OFFICE

**Matthew L. Thompson**

CHIEF PROBATION OFFICER  
Thomas S. Foley  
United States Courthouse  
920 W Riverside, Room 540  
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(509) 742-6300 / fax (509) 742-6339

**BRANCH OFFICES**

FEDERAL BUILDING  
25 S. 3<sup>rd</sup> Street, Room 326  
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FEDERAL BUILDING  
825 Jadwin Ave, Suite 170  
RICHLAND, WA 99352-0446  
(509) 943-8130 / fax (509) 943-8139

REPLY TO Spokane

To Whom it May Concern:

This letter will introduce \_\_\_\_\_, who has been ordered by the Federal court to perform **hours** of community service.

Please notify me when you accept or reject this worker for community service or if you wish additional information. If this community service worker fails to report to or perform in a satisfactory manner, please contact me to discuss this issue.

Use the form attached to this letter to record the number of hours worked for each day. Please sign and return the attached form including any comments you might have concerning the community service worker's attitude or work efforts at the conclusion of each day.

Thank you for your cooperation.

Sincerely,

Supervising U.S. Probation Officer