(date)

TO: (head of facility or appropriate office of the agency where the abuse occurred)

FROM:

RE: REPORT OF SEXUAL VICTIMIZATION

On (date) at (time), an intake screening was conducted on Incarcerated Person/Resident/Detainee (name). At that time, (name) reported (they) had been sexually victimized while at your facility. According to the victim, (there was no date given for the assault/the assault took place approximately_____). Per PREA Standard **§ 115.63**, I am notifying you of the allegation.

Our investigator will be in touch to provide the information received at intake.