



Collections and Disbursement Unit
Collections Division
Lebanon County Probation Services

508 Oak Street, Lebanon PA 17042-6794
Phone: (717) 273-1557 Ext. 130 & 138
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Sally A. Barry – Director

Richard L. Worley – Deputy Director

Suzanne E. Miller – Fiscal Supervisor

November 1, 2013

Warden/Records Department
SCI Retreat
660 State Route 11
Huntlock Creed, PA 18621-3136

Dear Warden:

It has recently come to our attention that the below listed offender is presently detained in your institution.

NAME: _____
DOB: _____
SSN: _____
Inmate # : _____
Lebanon County Docket(s): _____
Current Balance Due: _____

Please be advised that the offender is currently under the supervision of the Collections Division of the Lebanon County Adult Probation Department. **We respectfully request notification from your records department upon the offender's release from your institution.**

Thank you in advance for your consideration.

Sincerely,

Collections Division
Lebanon County Probation Department