

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for [specific request, e.g., employment, housing, license reinstatement] despite my past felony conviction.

In [Year of Conviction], I was convicted of [specific felony charge]. I take full responsibility for my actions and have since worked hard to turn my life around. Since my conviction, I have [mention any rehabilitation efforts, education, or community service].

I understand the gravity of my past mistakes, but I am committed to making positive contributions to society. I believe that the skills and experiences I have gained make me a valuable candidate for [specific request].

Thank you for considering my request. I am hopeful for the opportunity to demonstrate my capability and dedication moving forward. Please feel free to contact me at [phone number] or [email address] to discuss further.

Sincerely,
[Your Name]