

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide an explanation regarding my felony conviction that may appear in my background check. This letter serves to clarify the circumstances surrounding my conviction and to express my commitment to rehabilitation and personal growth since that time.

In [Year of Conviction], I was convicted of [Specific Charge]. The incident occurred as a result of [Brief Explanation of Circumstances]. At that time, I was [Your Status at the Time - e.g., a different life situation, under stress, etc.], which influenced my decision-making. Since my conviction, I have taken significant steps to learn from my past actions. I have [Outline Any Rehabilitation Efforts - e.g., completed a rehabilitation program, attended therapy, engaged in community service, etc.]. These experiences have taught me valuable lessons and have made me a more responsible and reflective individual.

I understand the seriousness of my past actions and the impact they can have on my future opportunities. I assure you that I have changed and am dedicated to maintaining that change. I am eager to prove my commitment to being a positive contributor within your organization and the community.

Thank you for taking the time to read my letter. If you have any further questions or require additional information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]