

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

Dear [Recipient's Name],

I am writing to you regarding [individual's name], who is seeking support for rehabilitation following a felony conviction. I believe it is important to recognize the growth and commitment to change that [he/she/they] has demonstrated since [his/her/their] conviction.

[Individual's name] has taken significant steps to improve [his/her/their] life, including [list specific actions, such as attending therapy, completing educational programs, participating in community service, etc.]. These efforts reflect [his/her/their] dedication to rehabilitation and a desire to contribute positively to society.

It is my belief that [individual's name] has learned from past mistakes and is committed to making better choices moving forward. [He/She/They] has shown [mention any specific qualities or improvements], illustrating [his/her/their] readiness to be a responsible member of the community.

I kindly urge you to consider [individual's name] for [specific program/job/opportunity] as [he/she/they] strives to rebuild [his/her/their] life. Your support can make a profound difference in [his/her/their] journey toward successful reintegration.

Thank you for considering this request. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or details.

Sincerely,

[Your Name]  
[Your Relationship to the Individual]