

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally address a matter that I believe is important for transparency regarding my application and employment status.

As part of my background check, I want to disclose that I have a felony conviction from [year of conviction]. I fully understand the impact this may have on my employability, and I want to take this opportunity to explain the circumstances surrounding this conviction and how I have worked to move forward since then.

[Provide a brief explanation of the conviction, the context, and any relevant details that reflect personal growth or rehabilitation efforts].

I am committed to demonstrating my values, work ethic, and dedication to [Company's Name]. I truly believe that my experiences have contributed to my personal and professional growth, making me a stronger candidate for this position.

Thank you for considering my situation. I appreciate your understanding and am open to discussing this matter further at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]