

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address my felony conviction that may be relevant to my application/consideration for [specific opportunity, position, or program].

On [date of conviction], I was convicted of [specific felony charge]. This experience has profoundly impacted my life, and I want to provide some context regarding the circumstances surrounding this event.

[Briefly explain the context of the conviction, including any relevant facts, your age at the time, and any factors that contributed to the situation].

Since then, I have taken significant steps to rectify my past mistakes and to grow as a person. I have [mention any rehabilitative actions taken, such as education, employment, community service, or counseling]. These experiences have instilled in me a strong sense of responsibility and a commitment to contributing positively to society.

I understand that my past may raise concerns, but I am eager to demonstrate my growth and dedication to [specific opportunity or position]. I appreciate your understanding and consideration of my situation.

Thank you for taking the time to read my letter. I am looking forward to the possibility of discussing this matter further.

Sincerely,
[Your Name]