

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. I believe my skills and experiences align well with the qualifications you are seeking, and I am eager to contribute to your team.

I would like to address a significant aspect of my past. I have a felony conviction, which I take full responsibility for. Since that time, I have dedicated myself to personal growth and rehabilitation, undertaking various programs and initiatives to ensure I have a positive impact on my community and future workplace. This experience has taught me resilience, accountability, and the importance of second chances.

I am committed to demonstrating my value and contributing positively to [Company's Name]. My experiences [briefly mention relevant work experience, skills, or achievements] have equipped me with a strong work ethic and the ability to work collaboratively with others.

I appreciate your understanding and consideration. I would welcome the opportunity to discuss my application further and how I can contribute to the success of your team. Thank you for considering my application.

Sincerely,
[Your Name]