

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

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you of a significant matter regarding my legal status. On [date of conviction], I was convicted of a felony offense. I understand the importance of transparency and responsibility, and I wanted to ensure you were made aware.

I value my tenancy at [property address] and appreciate the understanding and support you have provided me during my time here. If there are any concerns or questions you may have regarding this situation, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]