

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Individual's Name] for [position, program, or opportunity] despite their past felony conviction. Over the course of [time period] that I have known [Individual's Name], I have witnessed their remarkable growth and transformation.

Since [he/she/they] [provides a brief description of the incident, acknowledging the conviction], [Individual's Name] has taken significant steps toward rehabilitation and personal development. [He/She/They] has demonstrated [qualities such as determination, responsibility, commitment to change] through [specific examples: completing educational programs, volunteering, maintaining a job, etc.].

[Individual's Name] possesses exceptional skills in [mention relevant skills or characteristics that make them a good fit for the position], and has shown a genuine desire to contribute positively to [community, workplace, etc.]. I believe [he/she/they] would be an asset to your [team, organization].

I wholeheartedly endorse [Individual's Name] and am confident that their past does not define their future. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position/Title] (if applicable)
[Your Relationship to Individual's Name]