

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Office/Department Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the expungement of my felony conviction [Case Number or Details of the Conviction, if applicable] which occurred on [Date of Conviction]. I understand that this process can provide me with a second chance and help me reintegrate into society.

I have taken significant steps to rehabilitate myself since my conviction, including [mention any relevant programs, education, employment, or community service]. I believe I have demonstrated my commitment to becoming a productive member of the community.

In accordance with [mention any relevant laws or statutes], I am submitting this request and any required documentation for your review. I respectfully seek your assistance in this matter and appreciate your consideration of my request.

Thank you for your time and attention. I look forward to your response.

Sincerely,  
[Your Name]