

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

[Recipient Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the circumstances that led to my incarceration and the subsequent jail sentence I received.

[Briefly explain the events that led to the jail sentence, including key details and any relevant context. Be honest and clear.]

I understand the severity of my actions and the impact they have had on others. Since my incarceration, I have taken the time to reflect on my behavior and have actively participated in [mention any programs, classes, or activities you have engaged in while in jail].

My intention is to learn from this experience and to make amends for my past mistakes. I am committed to [state any plans for future improvement, rehabilitation, or community service].

Thank you for taking the time to read my letter. I hope to convey my genuine remorse and determination to change for the better.

Sincerely,  
[Your Name]