

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request forgiveness for my jail sentence related to [briefly explain the offense]. I acknowledge the mistakes I made and the impact they have had on my life and the lives of others. Since my incarceration, I have taken significant steps toward personal growth and rehabilitation.

During my time in [institution name], I have participated in [programs, classes, or activities], which have helped me gain valuable insights and skills. I have worked diligently to reflect on my actions and understand the consequences they have had.

I am committed to making amends and contributing positively to my community. I kindly ask for your consideration in granting me forgiveness for my sentence, allowing me the opportunity to rebuild my life and make a meaningful change.

Thank you for taking the time to read my letter. I hope for your understanding and support.

Sincerely,

[Your Name]
[Your Inmate ID (if applicable)]