

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Correctional Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to express my sincere remorse for my actions that led to my incarceration in [mention the specific case or offense]. As I reflect on the choices I made, I am filled with regret and a deep understanding of how my actions have affected not only my life but also the lives of those around me.

During my time in [correctional facility], I have had the opportunity to reflect on my past behaviors and the consequences they have had on my loved ones and the community. I have come to realize the pain and hardship I have caused, and for that, I am truly sorry. I acknowledge the impact of my actions, and I take full responsibility for them.

I am committed to making positive changes in my life moving forward.

While I know I cannot change the past, I want to assure you that I am dedicated to rehabilitation and self-improvement during my time here. I plan to [mention any programs, education, or skills training you are involved in], which I believe will help me become a better person and a more productive member of society.

Thank you for taking the time to read my letter. I hope to demonstrate that I am capable of change and that I can learn from my mistakes.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]