

Sample Letter Explaining Criminal Record

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an explanation regarding my criminal record and to offer context about the circumstances surrounding the incident.

In [year of incident], I was involved in [briefly describe the nature of the incident or charge]. At the time, I made a poor decision that resulted in [briefly explain the consequences, such as arrest, conviction, etc.]. I deeply regret my actions and have since taken significant steps to rectify my behavior and improve myself.

Since that incident, I have [describe any actions taken to rehabilitate, such as completing a rehabilitation program, attending counseling, performing community service, furthering education, etc.]. These efforts have helped me grow and learn from my mistakes. I have also maintained a clean record since then and have focused on becoming a responsible and contributing member of society.

I understand that my past actions may raise concerns, and I want to assure you that I am committed to demonstrating that I am a trustworthy and reliable individual. I am willing to provide any additional information or documentation that may help clarify my situation and show the progress I have made.

Thank you for taking the time to read my letter and consider my explanation. I am hopeful that you will see beyond my past and recognize the positive changes I have

made. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]