

Employer's Name
Employer's Address
Date

Your Name
Address
Denver, CO Zip code

Dear Mr./Ms./Mrs. Smith,

Please accept this letter of explanation regarding the felony conviction on my Employment Application.

Due to the confidentiality of this information and the embarrassment that I feel over my past mistake, I very much want an opportunity to explain my (past/ non-violent infraction) to you in person.

I do believe if given the opportunity to work for your company, it would be a positive experience because I have the skills and qualifications you require, and it would be an opportunity to pursue work that I'm passionate about.

I'm sure you have reservations about considering hiring an ex-felon, and rightfully so. If you would like added reassurance, the U.S. Department of Labor, at no expense to you, is willing to post a \$5,000 Fidelity Bond with you, on my behalf. Additionally, the I.R.S. offers a one-time tax \$2,400 credit to employers who hire an ex-felon.

Whatever your decision, I thank you for your time and consideration.

Sincerely,

First and Last Name
Phone Number
E-mail