**Mortgage Letter of Explanation**

**[Date]**

Date: 24 January 20XX

**[Company Name]**

ABC Production Inc.

1469 Lost woods Road

Chicago, Illinois 60001

**[Contact Name or Sir or Madam - if you have a chance prior to applying ask for a name]**

Dear Ms. Janet Smyth.

**[Admission of Guilt - if you were arrested - and found guilty or plead guilty - you have to take the responsibility for your action (s)]**

Please accept this letter of explanation regarding the request for information about conviction (s). On October 3, 20XX, I was found guilty of the delivery of a controlled substance. **[Regret]**I have learned that my crime has caused great suffering to everyone, and it is something I will have a lifetime to regret.  **[Understanding]**I am sure you have reservations in considering the hiring me, and all can hope is to try to explain the specifics, my true regret and why it will never happen again in the future.

**[Sell yourself]**

Since, I have been attending college courses and have received a bachelor’s degree in computer science. additionally, I have taken various other supportive courses to assure my life and transition will be both fruitful and progressive. For the past year, I have been volunteering with my church talking with the youth so they will not follow the easy path to prison, as well as, maintained going to a local supportive group.

I personally thank you for this time and consideration.

Respectfully,

**[don't forget to sign]**

Robert Smith

1313 Mockingbird Lane

Sandhill, Illinois 61212

312 555 -1212