



Sample Letter of Explanation

Date: _____

Mr. John Smith
Smith Moving & Storage
1111 West 11th Street
Chicago, IL 60011

Dear Mr. Smith:

Please accept this letter of explanation regarding the lack of information on the employment application regarding my conviction. I was convicted of [*List only most recent conviction on this letter, if only one conviction. If multiple convictions, use an attachment and list all convictions / dates.*] (**drug possession**) on (**June 12, 1998**). I certainly do not want to mislead you nor lie to you by not providing more detailed information on the application. However, due to the confidentiality of this information and the embarrassment I feel about my past mistake, I very much want the opportunity to explain this to you in person.

I can only try to explain the specifics, my true regret for what I have done in the past, why it will never happen again, and now that I have an opportunity to turn my life around why I will be an outstanding employee. The **Illinois Department of Employment Security** may, at no cost to you, post a minimum of a \$5,000 Fidelity Bond with you on my behalf. The **IRS** offers a one-time \$2,400 tax credit to employers who hire ex-offenders, and the **Department of Corrections** requires monthly drug tests as long as I am on parole, again at no cost to the employer.

As a Veteran who has served his country honorably, I understand the value of teamwork and commitment. I intend to return to society and fulfill my responsibilities.

Thank you for your time and consideration.

Sincerely,

Your Name