

## **Tips for a Writing Letter of Recommendation for Someone Applying for a Pardon:**

- **Address the letter to “Pardon Advisory Board”**
- **The letter should answer the following questions or cover the following topics:**
  - *Who are you writing the letter of recommendation for?*
  - *What is your relationship to the person?*
  - *State that you believe they are an ideal candidate for a pardon.*
  - *State why you think they should deserve a pardon.*
    - *What good qualities do they possess?*
    - *Have they helped you with anything in the past? Have you seen them help others?*
    - *What experiences or memories do you have involving them that make you believe they have good character?*
    - *What sorts of goals do they have for the future? Would a pardon help achieve these goals?*
  - *Add a brief closing statement requesting that the Pardon Board grants this person a pardon. Thank them for their consideration.*
- **Make sure to sign and date the bottom of the letter**
- **It may be a good idea to include contact information (email/phone number) in case the Pardon Board has follow-up questions**
- **Give or send the completed letter to the person applying for a pardon. They should make a copy for themselves and include the original with all the other application materials to be submitted to the Pardon Board.**

### **Example:**

*Dear Pardon Advisory Board:*

*I am writing a letter of recommendation for Jane Smith. I have been one of her best friends since we were little. I believe she is an ideal candidate for a pardon. I have always known her to be resilient, kind, determined, and honest. I never could have gotten through college without her—she helped me raise my kids like they were her own while I was a single mother and trying to finish my studies. I remember she would always give a helping hand to those in her community, like volunteering at church and helping organize neighborhood block parties. I know she has goals she wants to accomplish, like getting her master’s degree in childhood education, and this felony conviction is making it more difficult for her, even though it happened so long ago.*

*Please grant her pardon application. Thank you for your consideration.*

*Sincerely,*

\_\_\_\_\_ [signature]

\_\_\_\_\_ [date]

[optional: contact information]