

Application for Record Sealing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[Organization/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the sealing of my criminal record. My name is [Your Full Name], and my date of birth is [Your Date of Birth]. The relevant case number is [Case Number], which pertains to [Brief Description of Case].

I understand that sealing my record is a legal process and I have completed all necessary requirements including [List any requirements you have fulfilled, such as completion of sentence, probation, etc.]. I believe that sealing my record will allow me to move forward and contribute positively to my community.

I appreciate your time and consideration regarding this matter. Please let me know if you require any further information or documentation to process my application.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]