

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency/Office Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Request for Expungement of Criminal Record**

Dear [Recipient's Name],

I am writing to formally request the expungement of my criminal record. My name is [Your Full Name], and my date of birth is [Your Date of Birth]. I was convicted of [Offense] on [Date of Conviction], and my case number is [Case Number].

Since my conviction, I have worked diligently to rehabilitate myself and reintegrate into society. [Briefly mention any relevant achievements, rehabilitation efforts, or community service you have undertaken]. I believe that having my record expunged will allow me to pursue greater opportunities in my personal and professional life.

Enclosed with this letter are the required documents for your review, including [list any attached documents such as court records, personal statements, or proof of rehabilitation].

I understand that the expungement process may take some time, but I would appreciate any guidance you can provide regarding the next steps in this process. Thank you for considering my request.

Sincerely,

[Your Name]