

[Your Name]
[Street Address]
[City, State, Zip Code]
[Telephone Number]

Director, Executive Clemency Bureau
New York State Department of Corrections and Community Supervision
Harriman State Campus
Building 2
1220 Washington Avenue
Albany, New York 122

Dear Governor Cuomo:

Paragraph 1:

- State your name, age, and any other identifying factors.
- Detail the nature of your crime, the date, and the conviction/verdict that was received. Make sure to highlight the crime occurred at age 16 or 17, was ten or more years ago, and was nonviolent offense. If applicable, remind the Governor you have been conviction-free since that time.
- State briefly why you wish it to be pardoned.

Paragraph 2:

- Demonstrate that you are a productive member of your community. This includes but is not limited to pro social activities such as: education, jobs, rehabilitation, family activities, and spiritual groups.
- Briefly explain your life goals.
- Demonstrate to the governor remorse for your past actions and how you have grown/what you have learned.

Paragraph 3:

- Summarize why you are requesting the pardon and address any challenges/obstacles you are now facing (looking for work/unable to work, etc.)
- Thank the governor for his/her consideration.

Sincerely,

(Signature)

[Your Name]