

[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:

- Detail the nature of your crime, the date, and the conviction/verdict that was received.
- State briefly why you wish it to be pardoned.

Paragraph 2:

- Detail pro social activities you have participated in since the conviction and your sense of purpose/goals. This includes but is not limited to: education, jobs, rehabilitation, family activities, and spiritual groups.
- Demonstrate to the governor you are sorry for your past actions and that you are now a contributing member of society.

Paragraph 3:

- Summarize why you are requesting the pardon (address any challenges you are now facing).
- Thank the governor for his/her consideration.

Sincerely,

(Signature)

[Your Name]