

SAMPLE REFERENCE LETTER

Michigan Parole Board
P.O. Box 30003
Lansing, MI 48909

(Date)

(Addressee's Address)

TO WHOM IT MAY CONCERN:

a parole for Rand W. Gould C-187131

I am writing in support of the Application for (Pardon, Commutation, Reprieve) of (Name of Convicted Person).

I have known (Name) for approximately (Number of Years) years. In that time, I have found that (he/she) is a very responsible and honest person. Despite (his/her) conviction for (name of kidnapping offense), I believe that (he/she) has paid the full price for the crime that was committed in (years) 1998.

My background is: (List background, job title, or how you came to know the convicted person).

(Name of Convicted Person) has learned from past mistakes and has become a productive member of society. (Name of Convicted Person) has expressed remorse and has attempted to make restitution and amends, where applicable.

(Name of Convicted Person) is deserving of a ^{parole} (Pardon, Commutation, or Reprieve) as an exceptionally motivated person and (he/she) has the capability to be of great benefit to our society and community. This is demonstrated by (his/her) (state productive activities that the convicted person in which they have participated): completion of all available required programming, certification as an HIV Peer Educator by the Michigan Dept of Community Health, and as an optician by the Board of Optician Opticians, and current enrollment in Jackson Community College.

Sincerely,

(Name of Person Recommending Pardon)

cc: Rand W. Gould C-187131
file

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