

**This is a sample letter! Please alter and personalize as you wish.**

**Things to think about adding (doesn't have to be all) might be:**

- 1. Briefly touch on who you are, your background, employment, degrees, etc.**
- 2. Your thoughts on his maturity and rehabilitation.**
- 3. Your thoughts on his remorse for the offense he's convicted of.**
- 4. Your thoughts on his chances for successful reentry into society, employment and participation in society upon his release.**
- 5. Any willingness you would have in assisting his reentry to society i.e. references, referrals, etc. when he's released.**

Missouri Department of Corrections  
The Missouri Board of Probation and Parole  
3400 Knipp Drive  
Jefferson City, MO 65109

Date:

To Whom It May Concern:

I am writing to request that you use your power and authority to grant parole to Joshua Williams.

Prior to Joshua being sentenced to prison, he was an advocate for peace. He worked with youth and mentored them in pursuit of peace and justice. Joshua contributed to his community through action, such as lawn-keeping for his neighbors.

Joshua has continued to be an advocate for peace while incarcerated. He has expressed remorse and regret for actions he's taken and has the support of his community when he returns.

Joshua has already served 5 years for a crime committed when he was only 18 years old. Before his conviction, he never had interaction with the criminal justice system.

Please grant parole to Joshua Williams and allow him the opportunity to build his life and utilize his intelligence to contribute to the world.

I whole heartedly believe that Joshua deserves a second chance.

With Respect,

Your Name and Address