



Explaining Negative Information: Criminal History Letter

[Date]

[Name of Landlord I'm Applying to]
[Landlord I'm Applying to Address Line 1]
[Landlord I'm Applying to Address Line 2]
[Landlord I'm Applying to Address Line 3]

Dear [Name of Landlord I'm Applying to],

I am writing to let you know that I am very interested in the [type of unit/bedrooms/address] that you have available. I would like to give you a little more information about my situation than is possible to give on an application, and so I am enclosing this letter.

If you look at my entry on CCAP, one of the things that you will find is that I have a criminal conviction of [name of conviction/charges] on my record. This is a part of my past, but it is not a part of my present. ~~What happened~~ [xx years old/living in xxxxx/living with xxxxx], I [describe the issue here/what it was/how it affected your life]. While it did not greatly impact my life at first, it escalated, and I ceased to be a contributing member of society from that point until I was [arrested/jailed/convicted], in [month/date/year].

I deeply regret this part of my life. Since my release, I have tried to put my life back together. I currently hold a steady job, and continue to participate in [recovery services/AA/NA/court-mandated services], to make sure that I stay on track. [I have an excellent rental history since my release, which can be verified with my past landlords, if this applies]. Also, please feel free to contact these personal references to further verify my character:

- Name: [contact name]
How Known: [relationship to reference]
Contact Information: (XXX) XXX-XXXX or XXX@XXXX.com
Time Known: xx years

- Name: [contact name]
How Known: [relationship to reference]
Contact information: (XXX) XXX-XXXX or XXX@XXXX.com
Time Known: xx years

In order to help you feel more comfortable renting to me, I'd be happy to [pay an increased security deposit/additional month's rent/other option], as a protection for your property.

Thank you for your time and consideration in this matter. I look forward to hearing from you. Please feel free to contact me via phone (XXX-XXX-XXXX) or email (XXX@XXXX.com)

Sincerely,

[My Name(s)]
[My Address Line 1]
[My Address Line 2]
[My Address Line 3]

