

DATE

Judge's Name
Milwaukee County Courthouse
901 N. 9th Street
Milwaukee, WI 53233

RE: Request for Expungement for (Name of Applicant)

Dear Name of Judge:

This letter is a formal request to have a conviction removed from my record. Enclosed is a copy of my record and the Case Number is _____. I was convicted of _____ on _____ when I was ___ years old. I was convicted because _____

Since my conviction I have _____

I have not engaged in any criminal activity, been placed on probation, or been incarcerated. I realize and take responsibility for the mistakes I have made. Since my conviction I have made a conscious effort to correct my past behavior, make better life choices, and lead a pro social lifestyle. I have learned from my past and use those lessons to continue on creating a better life for me and my family.

In order to further my career, buy a home and get a car loan, it would be extremely helpful to have this conviction off my record and have a clean slate. Please grant me this opportunity.

If you have any questions or would like to contact me, I may be reached by phone at ___ - ___ - _____ or by mail at _____.

Thank you for your kind consideration of my request.

Sincerely,

Signature of Applicant

Printed Name of Applicant