



To: Property Manager

From: <<Insert Client Name>>

Date: Wednesday, June 30, 2021

Re: BSS+ ESG-CV <<SPID#>> Letter of Criminal Background History Explanation

Dear Property Manager:

I have applied for Housing as (Name of Applicant) with your company. I anticipate that you may have some concerns about my criminal history, so I wanted to explain the report to you.

Explanation of circumstances surrounding history:

(Example: In 2002, I was charged with Assault Domestic Violence)

I have worked hard on moving forward with my life in a positive manner. Thank you for considering this information. If you have any questions, please feel free to contact me at XXX-XXX-XXXX.

Sincerely,

Client Name