

GUIDELINES – REQUESTING COMMUTATION OF A SENTENCE

- ⊠ **Be respectful:** Address the **President Joe Biden** in a respectful manner, using the appropriate title and last name. Keep the tone of the letter polite and professional.

- ⊠ **Introduce yourself:** Briefly touch on who you are, your background, employment, degrees, etc.

- ⊠ **Explain your relationship:** Explain how you met the person you are writing the letter for.

- ⊠ **Share your thoughts:** Share your thoughts on maturity, rehabilitation, accomplishments, remorse for the convicted offense. Acknowledge responsibility for the offense and be honest about any circumstances that may have contributed to the offense.

- ⊠ **Express your support,** the community support for Grand Master Jay returning to society.