



CLEMENCY LETTER TEMPLATE

DATE
From: Name
Address
City, State Zip
(123) 456-7890

To the Attention of the Commission On Offender Review (address0

Subject: Clemency Letter for [Prisoner]

1-2 pages (or about 60 lines)

1. In the first paragraph you will introduce yourself. Include your full name, age, and occupation. Also include your relation if any to the person you are writing for.
2. In the second paragraph state that you know [prisoner] has been sentenced to death and your hope for clemency [and anything specific]
3. In the third paragraph, discuss your relation to the prisoner.
 - If you know the prisoner personally:
How you got to know him/her, how, and discuss all the evidence, acts, small stories supporting why he is a valuable person to you and others. Also consider mentioning if you have been somehow victim somehow of the injustice of life yourself and what he/she means in relation to that -- for example, if you have had a serious illness, lost a loved one too early, what did the prisoner do to help you. Or anything particular, for example if you are a religious person, and how your faith may compel you to ask for clemency. Try to be specific. How this execution would impact you? If mentioning that the prisoner is helping others, explain how.
 - If you do not know the prisoner personally
Consider explaining in your own words you that do not know him personally, how his/her case has been brought to your attention (for example by people representing his friends), what you think is striking about it, and if you think his execution would bear a serious impact on his pen friends in Europe and around the world, as well as his family.
4. In the 4th paragraph talk about how the prisoner has changed over the years, how you noticed it. Do you believe that he/she regrets what has happened, has he changed?
Consider mentioning if you are aware generally that new evidence has come to light over the years, which, if heard by a jury at trial, might have convinced that jury not to give such a harsh sentence, as a death sentence. Why you feel he/she should not be executed, and what alternative punishment (if any) would be more appropriate.
5. Conclusion, hope of clemency being granted.
Then all you have to do is close out the letter and tell the board that if they desire to contact you, your number is in the header of this letter.

Respectfully submitted,

Your name (sign in black ink)