COMPANION TO THE PARDON APPLICATION LOG

Request Support for a Pardon

Sample letters and a one-page application summary for Elias Ward, the fictional applicant from Lesson 9.

Start with people who know your work

The federal pardon form calls for at least three signed letters of support. Identify exactly three primary references who are unrelated to you by blood or marriage and willing to be interviewed. Ask each person to describe what they saw or learned firsthand. Elias's examples appear as M1–M3 in the Lesson 9 packet.

Use the official channel for any optional outreach

Ask the recipient's office how it handles clemency correspondence before sending materials. The Pardon Attorney can seek views from the prosecuting office, and DOJ's process generally routes requests for the sentencing judge's views through the prosecuting office. For the judge, use the sample only through an authorized channel. Keep sensitive records in your private file and share only what the recipient needs.

Record the response you actually receive

Keep the date, channel, attachment list, reply, and next step in your log. A reply confirming supervision, a statement of support, and a statement of no opposition each convey different information. Leave silence recorded as no response.

2 U.S. Attorney's Office
3 U.S. Probation Office
4 Sentencing Judge
5 FBI Case Agent
6 Primary Reference
7 Application Summary

DOJ pardon form and instructions · Letters of Support

DOJ clemency FAQ · Supporting materials and case updates

DOJ Justice Manual · Role of the prosecuting office and sentencing judge

Code of Conduct for United States Judges · Canon 3(A)(4)

Lesson 9 · Elias Ward's sample application

OPTIONAL OUTREACH / PROSECUTING OFFICE

U.S. Attorney’s Office

November 16, 2026 | Elias Ward | elias.ward@example.com

United States Attorney
U.S. Attorney’s Office, District of Conviction (fictional)

Federal pardon request for Elias Ward | 10-CR-SAMPLE-001

Dear United States Attorney,

I am preparing a petition for a presidential pardon for the wire-fraud conviction your office prosecuted. I knowingly submitted false invoices for work I had not performed. My decisions caused financial loss and broke the trust of people who had relied on me.

I completed supervised release in September 2024 and paid the restitution and special assessment in full by December 2025. Since release, I have worked in facilities maintenance, volunteered at a food pantry, and kept in touch with people I helped use Prison Professors resources.

I have enclosed a one-page summary of my petition. If your office would like to review a redacted copy of the application, please let me know which channel I should use.

If your office supports my request after reviewing it, I would appreciate a written recommendation to the Office of the Pardon Attorney. If your office cannot support my request, I ask that it consider stating that it does not oppose a pardon or takes no position. Please use your office’s procedures and include my name, federal case number, and any clemency case number I later provide.

Respectfully,
Elias Ward

Example enclosure

Application Summary, page 7. The prosecuting office can submit its views through its official DOJ channel.

OPTIONAL OUTREACH / SUPERVISION AND RECORDS

U.S. Probation Office

November 17, 2026 | Elias Ward | elias.ward@example.com

Former Supervising Officer
U.S. Probation Office, Supervising District (fictional)

Federal pardon request for Elias Ward | 10-CR-SAMPLE-001

Dear Supervising Officer,

I am preparing a petition for a presidential pardon for my federal wire-fraud conviction. I completed supervised release in September 2024. I would appreciate your office's guidance on obtaining a record that verifies the date or identifies the correct source.

I accept responsibility for submitting false invoices and for the loss I caused. Since leaving prison, I have continued working in facilities maintenance and volunteering at the food pantry. I paid my restitution and assessment in full by December 2025.

If office policy permits and you believe your firsthand observations support my request, I would appreciate a letter describing what you observed during supervision. If you cannot support the petition, please consider stating that you do not oppose it, if your office permits. A factual confirmation of the dates or other information your office can release would also help.

Please tell me how I may request verification. If your office prefers to send any authorized statement directly to the Office of the Pardon Attorney, please identify me by name and federal case number. I can provide a clemency case number when I receive one.

Respectfully,
Elias Ward

Record the substance of the reply

A supervision-completion record can verify a date. Log any separate statement of support or no opposition using the office's actual words.

OPTIONAL OUTREACH / AUTHORIZED ROUTING ONLY

Sentencing Judge

November 18, 2026 | Elias Ward | elias.ward@example.com

The Honorable Sentencing Judge
U.S. District Court, District of Conviction (fictional)

Federal pardon request for Elias Ward | 10-CR-SAMPLE-001

Dear Judge,

I am preparing a petition for a presidential pardon for the federal wire-fraud conviction in the case over which you presided. I pleaded guilty because I knowingly billed for services I did not perform. The people who paid those invoices were entitled to honest records, and my conduct caused a financial loss.

I completed supervised release in September 2024 and paid the restitution and special assessment in full by December 2025. I have continued to work and volunteer. I hope the record I have kept since my conviction gives you a fuller view of the effort I have made to meet my responsibilities.

If the Office of the Pardon Attorney seeks your views through the U.S. Attorney's Office or another authorized channel, and you believe my record supports a pardon, I would appreciate your recommendation. If you cannot support the petition and choose to respond, please consider stating through that channel that you do not oppose the request.

I would be glad to make a brief summary available through the authorized channel if requested. Thank you for considering my request.

Respectfully,
Elias Ward

Example routing

Keep this letter as a draft until an authorized channel is confirmed. Route any substantive correspondence as directed through the court or the official clemency process. Use official channels for any response.

OPTIONAL OUTREACH / INVESTIGATING AGENCY

FBI Case Agent

November 19, 2026 | Elias Ward | elias.ward@example.com

Former Investigating Case Agent
Federal Bureau of Investigation, Relevant Field Office (fictional)

Federal pardon request for Elias Ward | 10-CR-SAMPLE-001

Dear Special Agent,

I am preparing a petition for a presidential pardon for the federal wire-fraud conviction that you investigated. I knowingly sent false invoices and accepted payment for work I had not performed. I accept responsibility for that conduct and the harm it caused.

I completed supervised release in September 2024 and paid the restitution and assessment in full by December 2025. I now work in facilities maintenance and volunteer at a food pantry. I can provide a one-page summary through the field office if it would be appropriate and helpful.

If Bureau policy permits and you have firsthand information that supports my request, I would appreciate your sharing it through the appropriate agency channel to the Office of the Pardon Attorney. If you cannot offer support and your agency permits you to express a view, I ask that you consider stating that you do not oppose the request.

If the field office accepts this correspondence, please tell me the correct way to route it. Any permitted response can identify me by name and federal case number. I can provide a clemency case number when one is assigned.

Respectfully,
Elias Ward

Use the field office’s procedures

Ask only for observations or views the agency can share. Any later FBI background investigation follows the Office of the Pardon Attorney’s process.

REFERENCE REQUEST / NON-RELATIVE WITH FIRSTHAND KNOWLEDGE

Primary Reference

November 4, 2026 | Elias Ward | elias.ward@example.com

Marcus Vale (fictional)
Former participant in the education group

Request for a primary reference for my federal pardon application

Dear Marcus,

I am preparing a petition for a presidential pardon for my federal wire-fraud conviction. Would you be willing to serve as one of my three primary references?

You knew me in the 2021 education group and we kept in touch after release. If you feel comfortable supporting my request, please tell the Office of the Pardon Attorney how we met, what you saw me do, and what you learned from our later conversations. Please use your own words and include only what you know.

I can send you the DOJ support-letter page and instructions. If you agree, please complete and sign your statement, provide the contact information requested on the form, and confirm that you would be willing to speak with a background investigator.

Please let me know by November 12 whether you can help and how you would like to return the signed letter securely. I would understand if you prefer to decline.

Respectfully,
Elias Ward

Example reference

Marcus's fictional testimonial appears as M1 in Lesson 9. His sample is unsigned. A real primary reference signs their own statement and must be unrelated to the applicant by blood or marriage.

SAMPLE ENCLOSURE / REDACTED SUMMARY

Application Summary

Elias Ward · Federal pardon request · Fictional case 10-CR-SAMPLE-001

What I am asking for

I ask the President to pardon my federal wire-fraud conviction. I seek forgiveness and hope the review will consider how I have responded to my crime. I want to explain that work honestly as I pursue additional employment opportunities.

What I did

I knowingly sent false invoices for work I had not performed. My conduct caused financial loss and broke the trust of the people who paid those invoices. I pleaded guilty. I take responsibility for the decisions that brought me to court.

What I completed

I received a 144-month prison sentence and three years of supervised release. I left confinement in September 2021 and completed supervision in September 2024. By December 2025, I had paid $24,000 in restitution and a $100 special assessment.

How I have used my time

I studied bookkeeping and facilities maintenance. In 2021, I introduced 56 people to Prison Professors educational resources. I kept in touch with eight after release. Seven reported that they were employed. Three of them describe what they observed in their own statements. I continue to work in facilities maintenance and volunteer at a food pantry.

What the application brings together

My petition describes my offense and the work that followed. It includes dated journal excerpts and three primary-reference statements. My records log identifies where I keep the case, payment, supervision, training, employment, and service records that support specific details.

Use this as an example enclosure

For optional outreach, share a short summary with the information the recipient needs. The full application and attachments go to the Office of the Pardon Attorney under its current submission instructions.