

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Parole Board Name]  
[Address]  
[City, State, Zip Code]

Dear Members of the Parole Board,

I am writing to provide a character reference for [Inmate's Name], who is currently under consideration for parole. I have known [Inmate's Name] for [number of years/months] and can attest to their character and personal growth throughout this time.

[In this paragraph, discuss your relationship with the individual, including how and when you met, and your own background to demonstrate your credibility.]

[In this paragraph, highlight specific examples of positive behavior or changes you have witnessed in the individual. Discuss any rehabilitation efforts, engagement in educational programs, or contributions to the community.]

[In this paragraph, express your belief in the individual's ability to reintegrate into society successfully and how you can support them post-release. Mention whether you will be able to provide a stable environment or any other assistance.]

Thank you for considering this letter as part of your decision-making process. I genuinely believe that [Inmate's Name] has the potential to lead a productive and law-abiding life upon release.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]