

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear [Recipient Name/To Whom It May Concern],

I am writing to provide a character reference for [Defendant's Name], who is appearing before the court on [mention the date of the court appearance]. I have known [Defendant's Name] for [duration of time] and can attest to their character and integrity.

[In this paragraph, provide a brief introduction of your relationship with the defendant, including how you know them and the nature of your relationship.]

[In the following paragraphs, provide specific examples or anecdotes that illustrate the defendant's positive qualities, such as honesty, reliability, and commitment to their community. Mention any relevant experiences or observations that demonstrate their character.]

[Conclude with a statement summarizing your belief in the defendant's character and expressing hope for a fair judgment.]

Thank you for considering my perspective.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]
[Your Relationship to Defendant]