

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Individual's Name], who is currently involved in [brief description of the legal matter, e.g., a court case, legal proceedings, etc.]. I have known [Individual's Name] for [duration of your relationship] and have had the opportunity to witness their character and integrity firsthand.

Throughout my time knowing [Individual's Name], I have found them to be [describe positive traits, e.g., honest, responsible, compassionate]. They have demonstrated [provide specific examples of their positive behavior or contributions].

[Optional: Include any relevant anecdotes that support your view of the individual's character.]

I firmly believe that [Individual's Name] is [reiterate positive qualities, e.g., deserving of understanding, a responsible member of the community, etc.]. It is my sincere hope that this reference can assist in providing a fuller picture of the person they are.

Thank you for considering my perspective.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Relationship to the Individual, if applicable]