

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title (if applicable)]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing this letter to express my character reference for
[Defendant's Name], who is scheduled to appear in court on [Date]. I have
had the pleasure of knowing [him/her/them] for [duration] as [describe
your relationship with the defendant, e.g., a friend, colleague,
neighbor].

Throughout the time I have known [Defendant's Name], [he/she/they] has
consistently demonstrated [positive traits, e.g., kindness, integrity,
responsibility]. [Provide a specific example or anecdote that illustrates
these traits].

I believe that [Defendant's Name] has [describe any relevant positive
qualities or circumstances that should be considered in court].

[He/She/They] has always shown a commitment to [his/her/their] values and
responsibilities and has positively impacted those around [him/her/them].
I hope that you will consider this letter as a testament to [Defendant's
Name]'s character. Thank you for your time and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Optional: Your Title or Position]