

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Judge's Title]
[Court Name]
[Court Address]
[City, State, ZIP Code]

Dear [Judge's Name],

I am writing to provide a character reference for [Defendant's Name], who has a scheduled court appearance on [Date]. I have known [Defendant's Name] for [duration of time] and have had the opportunity to observe their character and conduct during this time.

In my experience, [Defendant's Name] has consistently shown [positive qualities or traits, e.g., honesty, responsibility, kindness]. For instance, [provide a specific example that illustrates these qualities]. This incident speaks volumes about their true character and the values they uphold.

I understand that [Defendant's Name] is facing serious charges, and while I cannot speak directly to the circumstances of the case, I can attest to their character and the impact that their actions have had on those around them. They have expressed [any remorse, desire to change, etc.]. Thank you for considering my perspective. I hope it helps to shed some light on [Defendant's Name] as a person and the positive contributions they have made to our community.

Sincerely,

[Your Name]
[Your Signature, if sending a hard copy]