

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

Dear Honorable [Judge's Last Name],

Subject: Character Reference for [Defendant's Name]

I am writing to you regarding [Defendant's Name], who is appearing before you on [date of court appearance]. I have known [Defendant's Name] for [length of time] and can attest to their character and conduct.

[Insert a paragraph discussing your relationship with the defendant, including how you know them and any relevant experiences that highlight their character.]

[Include specific examples of the defendant's positive traits, contributions to the community, or any personal anecdotes that demonstrate their character.]

In conclusion, I believe that [Defendant's Name] is a person of integrity and that this situation does not reflect their true character. I respectfully ask for your consideration in [any specific request, such as leniency or understanding].

Thank you for your time and attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]