

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

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing this letter to provide a character reference for [Defendant's Name] in relation to [his/her/their] upcoming court appearance on [Date]. I have known [Defendant's Name] for [number] years and can attest to [his/her/their] character and the positive contributions [he/she/they] has made during that time.

[Paragraph 1: Explain your relationship with the defendant and how long you have known them. Include any relevant experiences or observations that demonstrate their character.]

[Paragraph 2: Provide specific examples of the defendant's positive qualities, such as responsibility, kindness, or community involvement. Mention any instances where they have demonstrated integrity or made positive choices.]

[Paragraph 3: Discuss why you believe the defendant should be afforded leniency or understanding in their situation, considering their character and past behavior.]

In conclusion, I wholeheartedly support [Defendant's Name] and believe that [he/she/they] is a person of good character who deserves an opportunity for rehabilitation rather than harsh punishment. Thank you for considering my perspective in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]