

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

Dear [Recipient's Name or "Honorable Judge"],

I am writing this letter to serve as a character reference for [Defendant's Name], who is scheduled to appear before the court on [date of court appearance]. My name is [Your Name], and I have known [Defendant's Name] for [length of time] in the capacity of [your relationship, e.g., friend, colleague, neighbor].

Throughout the time I have known [him/her/them], I have witnessed [his/her/their] character and integrity in various situations. [Provide specific examples that demonstrate positive traits, such as kindness, responsibility, or work ethic].

I understand the gravity of the situation at hand and wish to affirm that [Defendant's Name] has always shown [traits such as honesty, hard work, respect for others, etc.]. [He/She/They] has impacted the lives of those around [him/her/them] positively and is a valued member of our community. [If applicable, discuss any efforts the defendant has made towards rehabilitation or personal improvement since the incident].

I sincerely hope that the court will consider this letter as a testament to [Defendant's Name]'s character, and the potential for [his/her/their] positive contributions to society moving forward.

Thank you for your consideration.

Sincerely,

[Your Signature (optional)]
[Your Printed Name]
[Your Relationship to Defendant]