

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

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to provide a character reference for [Defendant's Name], who is currently involved in court proceedings. I have known [him/her/them] for [duration] in my capacity as [your relationship to the defendant, e.g., friend, employer, mentor].

During the time I have known [Defendant's Name], I have found [him/her/them] to be [positive attributes, e.g., honest, responsible, hardworking]. [He/She/They] consistently [provide specific examples of positive behavior or contributions, e.g., volunteer work, community involvement, work ethic].

I believe it is important to consider [Defendant's Name]'s character and contributions to our community when evaluating [his/her/their] situation. I am confident that [he/she/they] has learned from this experience and is committed to making positive changes moving forward.

Thank you for considering my perspective on [Defendant's Name]. I am hopeful that this letter can provide insight into [his/her/their] true character.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Title or Position, if applicable]