

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to provide a character reference for [Defendant's Name], who is currently facing legal proceedings. I have known [Defendant's Name] for [duration of time] and have had the opportunity to observe their character and behavior during this time. [Defendant's Name] is a person of integrity and has always been respectful and honest in our interactions. They have demonstrated qualities such as [insert qualities like responsibility, kindness, reliability, etc.] that I believe are indicative of their true character. I understand that the circumstances surrounding their current situation are serious, but I genuinely believe that [Defendant's Name] made a mistake and does not reflect their true self. [Include a specific example or anecdote that supports your view of the defendant's character.] It is my sincere hope that you will take into consideration the positive contributions [Defendant's Name] has made to our community and the people around them. I believe that they are capable of learning from this experience and growing as an individual.

Thank you for considering my perspective regarding [Defendant's Name]. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Title/Relationship to Defendant, if applicable]