

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

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing this letter in support of [Defendant's Name], who is involved in [briefly describe the legal case, e.g., "a legal case regarding..."]. I have known [Defendant's Name] for [duration of time you have known them] and during this time, I have come to see them as [describe their character traits, e.g., "a person of integrity, kindness, and responsibility"].

[Describe a specific example or story that illustrates their good character and positive qualities.]

In addition, [Defendant's Name] has always demonstrated [mention any qualities or actions that prove their good behavior, community involvement, or any other positive impact they have had].

I believe that [Defendant's Name] is a [adjective] individual who has made mistakes but is committed to [personal growth, making amends, etc.]. I respectfully ask for your understanding and consideration in this matter.

Thank you for taking the time to read my letter. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]