

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Individual's Name], who is scheduled to appear before you on [Date]. I have known [Individual's Name] for [duration] as [your relationship to the individual, e.g., friend, colleague, mentor].

During this time, I have observed [his/her/their] [qualities, e.g., integrity, responsibility, and commitment to community]. [Individual's Name] has consistently demonstrated [specific examples or anecdotes that illustrate their character].

I believe that [he/she/they] possesses the qualities necessary to contribute positively to society and would appreciate your consideration of [his/her/their] character in your proceedings.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]