

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Name of the Court]  
[Address of the Court]  
[City, State, Zip Code]

Dear [Judge's Name],

I am writing to provide a character reference for [Defendant's Name], who is appearing before you on [Date of Hearing]. I have known [Defendant's Name] for [length of time] and can attest to their character and integrity.

[Provide a brief background about your relationship with the defendant, including how you know them and the context of your relationship.]

In the time that I have known [Defendant's Name], they have demonstrated qualities such as [mention specific qualities: honesty, responsibility, kindness, etc.]. [Include anecdotes or specific examples that showcase these qualities.]

I understand the seriousness of the situation at hand. However, I firmly believe that [Defendant's Name] is not defined by their past actions.

[Explain why you believe they deserve leniency, such as changes they've made, support systems in place, etc.]

I respectfully ask you to consider this reference in your deliberations. Thank you for your time and attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Defendant]