

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

Dear Honorable [Judge's Last Name],

I am writing to provide a character reference for [Defendant's Name], who is currently before you in court. I have known [him/her/them] for [duration of time] and can attest to [his/her/their] character and integrity.

During the time I have known [Defendant's Name], [he/she/they] has demonstrated [specific qualities or traits, e.g., kindness, responsibility, dedication]. [Include a specific anecdote or example that illustrates these qualities].

I understand the seriousness of the situation at hand and have watched [Defendant's Name] take responsibility for [his/her/their] actions by [mention any efforts toward rehabilitation, community service, or changes made since the incident].

I sincerely believe that [Defendant's Name] has the potential to learn and grow from this experience. [He/She/They] is a valuable member of our community and has the support of [family, friends, or community programs].

Thank you for considering my perspective. I hope that it aids in your understanding of [Defendant's Name] as a person rather than just the circumstances surrounding the case.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]