

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

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing this letter to serve as a character reference for [Defendant's Name], who is due to appear before the court on [Date]. I have known [Defendant's Name] for [number] years and have had the opportunity to observe their character and behavior during this time.

[Describe your relationship with the defendant, including how you met and the context of your interactions.]

During my time knowing [Defendant's Name], I have found them to be [describe positive traits such as dependable, responsible, honest, etc.].

[Provide specific examples or anecdotes that illustrate these qualities.]

I understand that [Defendant's Name] is facing serious charges; however, I truly believe that these actions do not reflect their true character.

[Explain any relevant background information that supports your assessment of the defendant's character.]

In conclusion, I respectfully ask that you take my insights into consideration when making your decision regarding [Defendant's Name]. They are a valued member of our community and have the potential for positive contributions moving forward.

Thank you for considering my perspective.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]