

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

Dear Honorable Judge [Last Name],

I am writing this letter to you in regard to [Defendant's Name], who is [my relationship to the defendant--friend, family member, employer, etc.]. I have known [Defendant's Name] for [length of time] and have had the privilege of witnessing their character and behavior during this time.

[Introduce the purpose of the letter and express your understanding of the situation.]

In my experience, [Defendant's Name] is [describe positive traits and qualities, e.g., responsible, kind, hardworking]. For example, [provide specific anecdotes or examples that illustrate these traits].

I understand that [Defendant's Name] has made mistakes, but I genuinely believe that [he/she/they] has the potential for rehabilitation and positive change. I have seen [Defendant's Name] demonstrate [positive actions taken by the defendant since the incident].

I respectfully ask that you consider my perspective when making your decision regarding [Defendant's Name]. Thank you for your time and consideration.

Sincerely,

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