

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

Dear [Recipient Name or "To Whom It May Concern"],
I am writing to provide a character reference for [Defendant's Name], who
is scheduled to appear before the court on [Date]. I have known
[Defendant's Name] for [Duration of Time] as [Your Relationship, e.g., a
friend, coworker, neighbor].

During the time I have known [Defendant's Name], I have found them to be
[positive traits or qualities, e.g., honest, reliable, kind]. [Provide
specific examples of behavior or actions that demonstrate these
qualities.]

I believe that [Defendant's Name] understands the seriousness of this
matter and is committed to making positive changes in their life.

[Optional: Mention any relevant personal achievements or contributions
they have made to the community.]

Thank you for considering my perspective on [Defendant's Name]. I hope
this letter assists you in your decision-making process.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Occupation (optional)]