

[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]

Re: Character Reference for [Defendant's Name]

Dear [Judge's Name],

I am writing to you in my capacity as [your relationship to the defendant, e.g., a friend, employer, etc.] to provide a character reference for [Defendant's Name], who is currently before the court. I have known [Defendant's Name] for [duration of time] and during this period, I have come to know them as a person who is [positive traits relevant to the court]. [Provide specific examples or anecdotes that illustrate these qualities.]

[Include any relevant background information about the defendant that may help the court understand their character, such as their employment, community involvement, family situation, etc.]

I understand the seriousness of the situation that [Defendant's Name] is facing, and I sincerely believe that they are capable of [positive outcome or behavior change]. [If applicable, mention any efforts the defendant has made to address their issues.]

In conclusion, I respectfully request that you consider my reference when making your decision regarding [Defendant's Name]. I believe that they deserve an opportunity to demonstrate their commitment to positive change.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]