

[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]

Re: Good Conduct Letter for [Defendant's Name]

Dear Judge [Judge's Last Name],

I am writing to provide a character reference for [Defendant's Name], who is scheduled to appear before you on [court date]. I have had the privilege of knowing [Defendant's Name] for [duration of time] and can attest to their good character and conduct.

[Insert specific examples of the defendant's positive actions, community involvement, or personal characteristics that demonstrate their good conduct.]

Throughout our relationship, I have found [Defendant's Name] to be [insert positive traits such as responsible, honest, caring, etc.]. I believe that their actions do not reflect their true character, and I urge you to consider their positive contributions to our community when making your decision.

Thank you for your time and consideration. I hope you will take my words into account as you assess [Defendant's Name]'s situation.

Sincerely,

[Your Name]
[Your Relationship to Defendant]