

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

Dear Honorable [Judge's Last Name],

I am writing to you in regard to [Defendant's Full Name], who is facing sentencing in your court. My name is [Your Name], and I am [your relationship to the defendant, e.g., a family member, friend, employer, etc.].

I have known [Defendant's Name] for [duration of time] and during this time, I have come to know them as a [positive traits or characteristics, e.g., responsible, caring, hardworking]. [Include a brief personal story or anecdote that illustrates the defendant's character.]

It is my belief that [Defendant's Name] has [shown remorse/learned from their mistakes/etc.] and is committed to [making positive changes/rehabilitation/etc.]. [You may include any relevant details about their situation, such as employment, community service, or family responsibilities.]

I respectfully ask that you consider [Defendant's Name]'s character and the positive contributions they have made to our community when determining their sentence. I genuinely believe that [he/she/they] has the potential to lead a productive and law-abiding life moving forward. Thank you for considering my perspective on this matter.

Sincerely,

[Your Name]
[Your Relationship to the Defendant]
[Your Signature (if sending a hard copy)]