

[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's Last Name],

I am writing to respectfully request your consideration for probation in lieu of a jail sentence for my [relation, e.g., son, daughter, friend], [Offender's Name], who has recently been convicted of [specific crime]. [Offender's Name] has shown genuine remorse for their actions and has taken steps towards rehabilitation, including [mention any relevant programs, counseling, or community service]. They understand the impact of their behavior and are committed to making amends and contributing positively to our community moving forward.

A probationary sentence would allow [Offender's Name] to maintain their employment, support their family, and participate in ongoing rehabilitation programs. We believe that with guidance and support, [he/she/they] can become a productive member of society.

Thank you for considering this request. We appreciate your understanding and compassion in this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]