

[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 [Judge's Last Name],  
I am writing to you regarding [Defendant's Name], who is facing sentencing for [specific charge]. I would like to offer my perspective on [his/her/their] character and the circumstances surrounding the case. I have known [Defendant's Name] for [duration of time] and have had the opportunity to observe [his/her/their] life and actions closely. [He/She/They] has always been known for [mention positive attributes, e.g., kindness, community involvement, work ethic]. While I understand the seriousness of the charges against [him/her/them], I believe that [Defendant's Name] is capable of rehabilitation and has much to contribute to society. [Include any relevant anecdotes or examples that demonstrate the defendant's character or contributions.] I kindly urge you to consider [his/her/their] potential for growth and the positive influences [he/she/they] could provide to the community upon release. A sentence that allows for rehabilitation rather than excessive punishment could benefit not only [Defendant's Name] but society as well. Thank you for considering my recommendation. I trust you will make a fair decision during sentencing.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]