

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

Dear Honorable Judge [Judge's Last Name],

I am writing to you regarding the sentencing of [Defendant's Name], who is scheduled to appear before you on [Sentencing Date]. As a [relationship to the defendant, e.g., family member, friend, colleague], I have witnessed firsthand the positive aspects of [his/her/their] character and the circumstances surrounding the case.

[Provide a brief background of the defendant, including positive attributes, contributions to the community, any hardships faced, etc.]

I understand the seriousness of the charges and respect the judicial process; however, I kindly ask for leniency in this matter. [Explain any mitigating circumstances, such as the defendant's remorse, efforts toward rehabilitation, support system, etc.]

In light of these factors, I believe that a more lenient sentence would not only serve justice but also provide [Defendant's Name] the opportunity to learn and grow from this experience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]