

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

Dear Honorable [Judge's Last Name],

I am writing to you regarding [Name of the Individual], who is currently facing [mention the situation or case briefly]. I have known [him/her/them] for [duration of your relationship] and have had the opportunity to observe [his/her/their] character and behavior firsthand. [Insert a paragraph that describes your relationship with the individual and how you know them. Include specific examples that illustrate their positive qualities.]

[Add another paragraph that highlights the individual's strengths, contributions to the community, and any other relevant information that supports their character.]

In conclusion, I respectfully ask that you consider my perspective on [Name of the Individual]. I truly believe that [he/she/they] is a person of integrity and [mention any specific hopes or recommendations related to the case, e.g., leniency, alternatives to incarceration, etc.].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]